



Menominee Casino Resort

2nd Posting

Position Kitchen Supervisor (Hourly)

Job Status Full-Time

Minimum Age 21

Wage \$17.65

Date Posted Monday, September 30, 2024 8:00 AM

Date Closed Until Filled

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

Responsible for the quality assurance of all finished products of food production, and sanitation in compliance with health department throughout the Forest Island Restaurant, Forest Island kitchen and Autumn Leaf Cafe. Will assist the F&B Manager and Sous Chef in overseeing all operations as they pertain to the FIR kitchen/ALC with special emphasis of food quality and consistency.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Shall be responsible for ensuring the set up and cleaning (sanitation of work area and overall kitchen area) and restocking of the service line for the next shift and responsible for own stocking, cleaning and prepping.
- Shall be knowledgeable and efficient in all the areas of the kitchen and café.
- Shall be knowledgeable of all meat cookery, entrée preparation and presentation per the standards of the restaurant.
- Shall assist with training of all personnel as required.
- Works with the receiving department during delivery to verify quantities and quality of food and beverage items invoiced.
- Putting away stock coming in from vendors.
- Rotating and dating all new stock.
- Keeping all storage areas organized and clean.
- Schedule and prepare for pre-shift and monthly meetings to maintain effective employee and department communications.
- Will train, develop and counsel for all personnel. Will initiate disciplinary actions up to and including termination for all employees and consistently document employee discipline concerns while keeping the Food & Beverage Manager informed.
- Shall maintain the highest standards of service, health, sanitation, and safety standards for all shift personnel and Guests as outlined by Dept. of Health (i.e., HACCP, SERVE SAFE, etc.).
- Shall work closely with marketing department to promote positive public relations, and promotions to generate repeat business.
- Shall enforce and comply with all Federal, State, Local laws and Internal Controls relating to the Food and Beverage Department.
- Shall be proficient in knowledge and use of department POS system.
- Responsible for maintaining a recipe book of all production items and monitor its proper use.
- Perform daily inspections of staff to maintain uniform and hygiene standards.
- Establish & communicate daily in the Supervisor Shift Report and daily emails.
- Coordinate and work with other staff on special events as they pertain to the Forest Island Restaurant, Autumn Leaf Cafe, Spirit Island Lounge and/or the Banquet/convention center.
- Shall perform any other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises all Kitchen employees on assigned shift in the absence of the Food and Beverage Manager or Sous Chef. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform the job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed



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below are representative of the knowledge, skills, and/or ability required. Must deal with various situations in a positive manner, and shall possess the ability to react quickly to stressful situations without losing his/her composure. Must be at least 21 years of age or older. Must be able to work unusual hours, days, nights, weekends and holidays. Must be able to withstand a background check. Preference given to qualified Menominee or other Native American Applicants. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Must have a High School Diploma or GED required. Five (5) years kitchen experience with three (3) years of supervision is required. ServSafe certification required within 120 days. Must have a good verifiable work history.

SPECIAL QUALIFICATIONS

Strong interpersonal and communication skills required. Must have computer skills and can use Microsoft Word and Excel.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS:

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird Complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years.
- A crime of any kind related to gambling in the immediately preceding two years.
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years.
- A crime of any kind related to a crime of violence, or involving, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding 2 years.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to understand basic math, addition, subtraction, and division.

REASONING ABILITY

Ability to define problems, establishes facts, develop solutions, and resolve problems/issues.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to use hands to finger, handle, or feel objects, reach with hands and arms; and talk or hear. The Employee frequently is required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is regularly required to lift up to 25 lb.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. When on the casino floor, the noise level increases to loud.