



Menominee Casino Resort

1st Posting

Position Banquet Manager

Job Status Full-Time

Minimum Age 21

Wage Negotiable based on Ed. & Exp.

Date Posted Wednesday, April 18, 2018 8:00:00 AM

Date Closed Tuesday, April 24, 2018 4:30:00 PM

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, cost of food, ordering of food to par, and sanitation in compliance with health department. Will oversee all operations within the Banquet Department which includes the following: Banquet kitchens and the Sales and any other Operations within the Banquet Department; with special emphasis of food quality, service and consistency. This is a hands on position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work duty stations as needed.
- Shall train and develop, counsel and conduct performance evaluations for all Banquet Personal. Will initiate disciplinary actions up to and including termination for Banquet employees and consistently document employee discipline concerns while keeping the General Manager informed.
- Shall prepare weekly schedules and monitor labor within the Banquet Department.
- Establish and provide an on-going training within the Banquet department including presentation, food quality, service standards, sales methods, and bar service.
- Maintain sanitation standards as outlined by the Department of Health. (i.e. HACCP, SERVE SAFE, etc.)
- Maintain a proper par stock level on all food, china, paper, cleaning products, and small wares, and complete all foods inventory at the end of each month and insure inventory costing is accurate and updated.
- Work closely with Inventory Control Steward/Sous Chef to identify potential vendors and negotiate prices of all products.
- Shall maintain a recipe book of all production items and monitor its' proper use.
- Shall maintain quality standards in all food production areas.
- Shall perform daily inspections of staff to maintain uniform and hygiene standards.
- Shall hold pre-shift and monthly meetings to maintain and improve upward and downward communications.
- Shall prepare information for meetings that pertain to kitchen operations.
- Shall coordinate and work with the Sales Coordinator and the Banquet Supervisor to insure staffing levels are adequate during each banquet or event.
- Shall participate in monthly food inventories as needed.
- Maintains a check book system to control all expenses on a monthly basis.
- Participate in the preparation of the annual departmental operating budget and financial plans.
- Manage day-to-day staffing requirements, plan and assign work and establish performance and development goals for team members. Provide mentoring, coaching and regular feedback to help manage conflict and improve team member performance.
- Represent the Casino Resort in a professional manner and maintain high visibility with community organizations, professional associations and maintain a high visibility in the market place.
- Knowledgeable with room types within the hotel.
- Knowledgeable with meeting room set ups and capabilities.
- Coordinates and communicates verbally and in writing with guests/vendors, Hotel, and Casino Resort.
- Knowledgeable of technical aptitude of the sales and catering system.
- Knowledge of and ability to integrate current trends in Event Management
- Attend or conduct all meetings/training as required by management.



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- Shall work between 40 to 50 hours per week.
- Shall perform any other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises all Banquet employees. 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 this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, 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 21 years of age or older. Must have the ability to work all shifts including weekends, and holidays as business demands require. Preference given to qualified Menominee or other Native American applicants.

EDUCATION and/or EXPERIENCE

Minimum Requirements:

High School diploma, GED and/or HSED required.

Required -Associate Degree in Culinary Arts or closely related field, i.e. Hospitality Management.

Must have five years' experience as a Banquet Chef in a hotel or banquet facility.

Preferred:

ACF (American Culinary Federation) certification

Casino experience preferred.

SPECIAL QUALIFICATIONS

Strong interpersonal and communication skills.

Wisconsin Certified Restaurant Managers certificate, and Serv-Safe certificate within 120 days of employment.

Must have computer skills and can use Windows Outlook 2010 along with Microsoft word and Microsoft Excel.

Must possess and be able to maintain a valid regular Wisconsin Driver's License and be eligible to be on the Menominee Indian Tribe of Wisconsin's approved drivers list.

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. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference.



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Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 frequently required to lift up to 50 pounds.

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 to loud.