



FOOD AND BEVERAGE SUPERVISOR

SCOPE OF POSITION:

The Food and Beverage Supervisor is responsible for managing the Food and Beverage Department in order to create a dining experience that will ensure guest satisfaction.

DUTIES AND RESPONSIBILITIES:

- Responsible for turning in cigarette machine money to Cage. Responsible for data input for computer system and restocking the cigarette vending machines.
- Responsible to verify all work schedules and follow proper documentation rules and policies and procedures.
- Responsible for checking that all bars & kitchens are clean and all items are in their place.
- Responsible for making sure all coolers that have food items are properly labeled and dated.
- In the absence of Food & Beverage Manager, is responsible for supervising the shift.
- Responsible for check out of keys to open and close bars.
- Responsible for all areas to be properly cleaned and sanitized before closing of shift: buffet kitchen, buffet dining area, bingo, sports bar, sports kitchen, Bar and the Employee Dining Room (EDR).
- Ensures the safety, security of employees and guests and enforces health department rules and policies
- Directs the work of twenty five or more employees performing the following functions of guest service, cleaning, stocking, quality control, beverage pricing and maintenance of work stations.
- Abides by laws, policies, and procedures pertaining to the service and sale of alcoholic beverages.
- Promptly and professionally handles guest issues and communicates problems and concerns to Department Manager.
- Supervisory responsibilities include: hiring, training, scheduling, assigning and directing work of employees assigned to the shift, appraising performance, rewarding and disciplining addressing complaints and resolving problems.

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be at least 21 years.
- Requires good communication skills both verbal and written.
- Knowledge of computer programs, basic kitchen, and bar equipment.



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- Ability to solve problems and make rational decisions.
- Must have basic math skills. Some advanced education in math preferred for example Business

EDUCATION AND EXPERIENCE:

High School Diploma or G.E.D. equivalent plus three (3) years experience in the restaurant service and beverage area on supervisory role.

LANGUAGE SKILLS:

Required to speak and read English any other language a plus.

We offer medical, dental, vision care and life insurance. Salary is based on experience and qualifications.

Qualified applicants must be 21 years of age, pass an extensive background investigation that includes, criminal, financial, educational, employment and character reference checks. Send completed application and resume to

talentmanager@klecasino.com