

# Employee Requisition Form

**Position to Be Filled:** Food and Beverage Assistant Manager

**Purpose:** Provide exemplary customer service to the Guests of the Tachi Palace Hotel & Casino by supervising venue operations for the Food and Beverage Department.

**Required Qualifications / Essential Duties:**

- Provide for first-class restaurant operations by managing the Food and Beverage Supervisors and subordinate staff
- Provide quality and timely support to the Food and Beverage Manger by a) providing backup in that person's absence, b) participate in planning and special projects, c) implementing and managing assigned projects, d) recommending enhancements and changes to improve operations and so on
- Ensure that the venue has the uniforms, dishware, silverware, glassware, napkins, table cloths, serving dishes, etc., required for its' operation by coordinating with Purchasing, Wardrobe, and other departments. Ensure that the quality meets the standards set forth by the Tachi Palace Hotel & Casino
- Provide for quality operation in all areas of the venue by continuously monitoring performance, customer feedback and adjusting or changing operations as needed
- Ensure Food and Beverage preparation meets the quality standards for eye appeal, texture, color and temperature by observing and inspecting preparation before delivery to guests. Maintain Food and Beverage specifications including established portion controls in an effort to control costs
- Education in hospitality or restaurant management preferred
- Minimum 3 years of experience in a fast pace food service environment plus 2 years minimum supervisory experience
- \*\*equivalent combinations of experience and education may substitute\*\*
- Excellent planning and organization skills

**Reports To:** Food and Beverage Manager

**Starting Rate of Pay:** D.O.E

**Approximate Hours:** 40

**Date Needed:** ASAP

**Filling Deadline:** Open Until Filled

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Recruitment Representative  
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Date Posted