

# Employee Requisition Form - CEC

**Position to Be Filled:** F&B Supervisor

**Purpose:** Provide exemplary customer service to the Guests of the Coyote Entertainment Center by supervising the venue staff of the Coyote Entertainments Center

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide quality and timely support to the Food and Beverage Assistant Manager by providing backup in that person's absence participating in planning and special projects implementing and managing assigned projects recommended enhancement and changes to improve operations
- Ensure that front of house staff reports to work in proper uniform ready for work, hold pre-shift meetings, ensure that the venue is appropriately equipped for upcoming shift and venue has adequate coverage
- Ensure food preparation meets the quality standards for eye appeal, texture, color and temperature by observing and inspecting preparation control in an effort to control cost
- Track daily labor and match it to labor each shift
- Ensure that the staff is capable of meeting all the requirements of the venue operations by recruiting, training, developing, coaching, disciplining, and evaluating the food and Beverage staff members
- Minimum 2 years experience in a fast-paced food service environment
- Minimum 1 year front of house supervisory for lead experience
- Any other duties as assigned

**Reports To:** Assistant Manager

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

**Approximate Hours:** 30

**Date Needed:** ASAP

**Filling Deadline:** Open Until Filled

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Recruitment Representative  
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Date Posted