



Employee Requisition Form

Position to Be Filled: F&B Manager

Purpose: Responsible for maintaining all functions of the assigned venue(s), including opening, mid, or closing shifts, guest relations, management, supervision of all staff and staffing levels, ordering and fulfillment of supplies, quality of food and beverage, housekeeping safety and pace.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide for first-class operation in assigned venue by directing staff and adjusting operations as needed.
• Provide quality and timely support to the Food and Beverage Operations Manager by a) providing backup in that person's absence, b) participating in planning and special projects, c) implementing and managing assigned projects, d) recommending enhancements and changes to improve operations and so on.
• Ensure food preparation meets the quality standards for eye appeal, texture, color, and temperature by observing and inspecting preparation before delivery to guest. Maintain food specifications including established portion controls in efforts to control costs.
• Ensures that venue is maintained in an inviting and appealing manner and that all employees are dressed and groomed appropriately to create the image desired by the Tachi Palace Casino Resort.
• Provide input to the Food and Beverage Operations Manager regarding menus and customer feedback, quality, visual appeal, and timeliness of food service.
• Train Food and Beverage Assistant Managers and Chef De Cuisine to standard.
• Work with Chefs on quality and profitability of venues' menu.
• Comply with all departmental policies, procedures, and directives.
• Maintains a consistent and regular attendance record.
• Properly trains team members.
• Monitors associate's performance during their shift. Providing coaching and counseling when necessary.
• Education in restaurant management preferred.
• Minimum of 4 years experience in a fast-paced food service environment, preferably in a large restaurant setting.
• Minimum of 3 years Supervisory experience.
\*\*Equivalent combinations of experience and education may substitute\*\*
• excellent planning and organization skills.
• Any other duties as assigned.

Reports To: F&B Director
Starting Rate of Pay: D.O.E
Approximate Hours: Full-Time
Filling Deadline: Open Until Filled

