



Employee Requisition Form

Position to Be Filled: F&B Lead Steward

Purpose: Responsible for coordination of janitorial activities and associates to ensure an efficient operation with the Food and Beverage Department and its' functions and activities

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide for first-class operations by supporting and directing of the steward staff.
• Coordinate workers engaged in cleaning and maintaining kitchens.
• Assist with setting-up, breaking down, and cleaning all kitchen equipment.
• Responsible for ensuring that the Food and Beverage kitchen equipment, plates, silverware, glasses, and other items are washed in a timely manner. Will use automatic dishwashing equipment as well as wash items by hand.
• Maintain an adequate supply of silverware and sides for use by the cooks and wait staff. Restock the dish stations as needed.
• Keeping venues stocked and cleaned and assisting the Kitchen Staff in the proper storage of food to eliminate any waste.
• Maintain a high level of sanitation and safety in all Kitchen areas.
• Ensure that all venues are maintained in an inviting and appealing manner to create the image desired by the Tachi Palace Casino Resort.
• Comply with all departmental policies, procedures, and directives.
• Ensure compliance with all Human Resource policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
• Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
• 1-year previous experience in Food and Beverage sanitation.
• Knowledge of occupational hazards and necessary safety precautions.
• Knowledge of Microsoft Word, Excel, and Outlook helpful.
• Any other duties as assigned.

Reports To: F&B Sous Chef/Supervisor
Approximate Hours: Full Time
Filling Deadline: Open Until Fill

