



Employee Requisition Form

Position to Be Filled: F&B Assistant Manager

Purpose: Responsible for supervising venue operations for the Tachi Palace Casino Resort.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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.
• 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 to control costs.
• Monitor daily expenditures in the venue to the budgetary plan.
• Ensure that the restaurant 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 Manager regarding menus and customer feedback regarding quality, visual appeal, and timelines of food service.
• Ensure a quality staff capable of meeting all the requirements of the venues operations by recruiting, selecting, training, developing, coaching, disciplining, and evaluation of the Food and Beverage Supervisors and subordinate's staff.
• 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 hospitality or restaurant management preferred.
• Minimum 3 years of experience in a fast-paced food service environment plus 2 years minimum supervisory experience.
\*\*Equivalent combinations of experience and education may substitute\*\*
• Excellent planning and organization skills.
• Ability to influence others in a positive manner
• Any other duties as assigned

Reports To: F&B Manager
Approximate Hours: Full Time
Filling Deadline: Open Until Filled

