



MENOMINEE
CASINO RESORT

Menominee Casino Resort

2nd Posting

Position Cafe Supervisor

Job Status Full-Time

Minimum Age 21

Wage \$17.65

Date Posted Friday, April 12, 2024 8:00:00 AM

Date Closed Friday, April 19, 2024 4:30:00 PM

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

Responsible for ensuring operations of an assigned area. Responsible for employee performances in accordance with department rules, company policy, procedures and gaming regulations, in an assigned shift.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Shall act as a cashier & cook when needed.
- Shall be able to supervise all areas within the Autumn Leaf Cafe.
- Shall do performance appraisals/evaluations as requested by Food & Beverage Manager/Sous Chefs.
- Shall discipline assigned staff.
- Shall be responsible in concert with F&B Manager/Sous Chef for selecting for hire, training, and separations.
- Shall be responsible for over seeing on-shift training, scheduling, and overall supervision of all shift personnel as assigned in the Autumn Leaf Café.
- Will do departmental orientation of all new employees and monitor their training and feedback sessions.
- Shall know or willing to learn the POS system.
- Shall be able to or willing to learn the food ordering procedure to do the walk through and create a pars list for the food needed to continue operations of the Autumn Leaf Café and put the food orders in for delivery from chosen vendor/s.
- Shall make sure all food items are covered, dated and labeled before stored in coolers.
- Shall be able to or willing to learn the inventory process for the end of the month inventories and be able to put the inventory into "Yellow Dog" correctly.
- Shall create a log for the freezer and coolers in the AL Cafe and the temperature of each needs to be logged before the beginning of each shift.
- Shall create and post all new schedules for each week, after they are approved by F&B Manager or Sous Chefs.
- Shall maintain all required records and reports.
- Shall have pre-shift meetings and post information for AL Cafe employees.
- Shall coordinate activities with F&B Manager/Sous Chefs.
- Shall maintain the highest standards of service, health, sanitation, and safety standards for all shift personnel and Guests.
- Shall promote positive public relations, employee relations and promotions to generate repeat business.
- Shall enforce and comply with all Federal, State, Local laws and Internal Controls relating to the Autumn Leaf Café & the Food & Beverage Department.
- Shall make sure all aspects of the kitchen and dining area opening and closing duties are completed.
- Will make sure all paper work is turned into the Food & Beverage Managers, Sous Chefs or restaurant supervisor's office/door pocket including: Tip slips & shift exchanges.
- Will be responsible for ensuring proper coverage for all shifts and fill in for shifts when short staffed.
- Shall record all schedule changes on the present posted schedule and turn them into the administrative assistant's office or door pocket at the end of Saturday night.
- Shall control and monitor all labor costs on each shift.
- Shall do Supervisor Reports for each shift to inform and recap how the shift went that they worked and email the report to the F&B Manager, Sous Chefs and Restaurant Supervisors.



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- Ensure all duties are completed by the staff before they leave.
- Shall perform any other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Responsible for the daily shift operation of the Autumn Leaf Café and ALCafe employees.
Responsible for ensuring proper coverage for all shifts to insure good guest service.
Directly supervises all service employees on assigned shift.
Directly supervises all Autumn Leaf Cafe employees on assigned shift.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: interviewing, hiring, and monitoring training of employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Shall have at least six (6) months proven abilities on the current staff and/or previous restaurant experience and proven abilities, which may include management/supervision experience. Must deal with various situations in a positive manner, and shall possess the ability to react quickly to stressful situations without losing composure. Must be at least 21 years of age or older. Must be able to work unusual hours, days, nights, weekends and holidays. Must be able to withstand a background check. Preference given to qualified Menominee or other Native American Applicants. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or GED required. Associates degree in Hospitality or related field preferred. ServSafe certification required within 90 days. TIPS training required within 90 days. One to two year's food service supervisory experience preferred.

SPECIAL QUALIFICATIONS

Strong interpersonal and communication skills required.
Must have a valid Wisconsin driver's license with a good record.
Serv Safe certificate within 90 days of employment.
Must have computer skills and can use Windows 2003/07 and Microsoft Excel.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS:

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird Complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years.
- A crime of any kind related to gambling in the immediately preceding two years.
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years.
- A crime of any kind related to a crime of violence, or involving, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding 2 years.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Verifiable ability to work with mathematical concepts. Verifiable ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS



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The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to use hands to finger, handle, or feel objects, reach with hands and arms; and talk or hear. The Employee frequently is required to stand and walk. Must be able to lift 50 lbs on a regular basis and up to 100 lbs occasionally.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. When on the casino floor, the noise level increases to loud.