

**Baraga Property**

16449 Michigan Avenue  
Baraga, MI 49908  
906-353-6623 x4120  
Fax: 906-353-8786



**Marquette Property**

105 Acre Trail  
Marquette, MI 49855  
906-249-4200 x204  
Fax: 906-249-9610

*Human Resources Office*

**FOOD & BEVERAGE DIRECTOR**

Full-time, Exempt Position  
Administrative Benefits Package  
**Location:** Baraga, MI & Marquette, MI

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICATION  
OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- KBIC Enterprise Job Application**
- Qualification Sheet(s)**
- Resume**
- Reference List (at least three Professional references required)**
- Copy of College Transcripts (if applicable) or HSD/GED**
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency**
- If you are a Veteran, you must attach a copy of your DD214**

**POSTING DATE: April 12, 2019**

**CLOSING DATE: April 26, 2019  
(Or until filled)**

**PLEASE SUBMIT APPLICATION AND REQUIRED DOCUMENTATION TO:**

Human Resources Office (Located in Baraga or Marquette)

Attn: Hannah Beesley, Human Resources Director

Email: [hbeesley@ojibwacasino.com](mailto:hbeesley@ojibwacasino.com)

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## OJIBWA CASINO POSITION DESCRIPTION

<b>JOB TITLE:</b>	Food & Beverage Director	<b>DEPARTMENT:</b>	Food & Beverage
<b>LOCATION:</b>	Baraga & Marquette properties	<b>SUPERVISOR:</b>	General Manager
<b>WAGE:</b>	Grade 13 (Min. starting wage = \$23.68/hr) Full-time, Exempt Position <i>Administrative Benefits Package</i>	<b>CLOSING DATE:</b>	April 26, 2019 Or Until Filled

**The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

**POSITION SUMMARY:** The Director of Food & Beverage is responsible for the overall supervision and direction of the Ojibwa Casinos Food & Beverage operations. This position requires a thorough knowledge of proper food preparation techniques, outstanding delivery of Food and Beverage service as well as the ability to build menus and understand the financial aspects of Food & Beverage operations.

### **QUALIFICATIONS/REQUIREMENTS:**

1. Must possess a High School Diploma or Equivalent. A degree in Culinary Arts from an accredited learning institution is preferred.
2. Must have at least ten (10) years of Food & Beverage Management experience. Experience with casino Food & Beverage operations is preferred.
3. Must have at least five (5) years of experience managing multiple Food & Beverage outlets.
4. Must have at least five (5) years of experience managing Food & Beverage staff in excess of 25 employees.
5. Must be ServSafe certified or obtain within the first 90 days of employment.
6. Must possess a valid, unrestricted driver's license, valid vehicle insurance, and have reliable transportation. Must be willing and able to travel between the properties on a weekly basis.
7. Must possess excellent interpersonal and communication skills.
8. Must be able to manage in a diverse environment and deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.
9. Must work well under pressure and work effectively to solve problems.
10. Must be willing and able to obtain additional education and training as needed.

## **DUTIES AND RESPONSIBILITIES:**

1. Responsible for developing, implementing, maintaining and managing all aspects of Food & Beverage operations.
2. Provides excellent Guest Service to internal and external guests through active guest engagement and positive attitude.
3. Analyzes Food & Beverage offerings and maintains budgeted costs to ensure overall profitability.
4. Responsible for hiring, training, mentoring, and disciplining all Food and Beverage Team Members.
5. Ensures all guest complaints and inquiries are addressed in a timely manner.
6. Analyzes Food and Beverage prices in relation to the applicable market.
7. Collaborates with Marketing for promotion of Food & Beverage offerings.
8. Develops, implements, and maintains all departmental internal control procedures.
9. Coordinates service requirements for large groups. This includes proposals, contracts, and estimated and actual function costs.
10. Attends and participates in internal and external meetings.
11. Directly supervises, mentors, assists and guides the Food and Beverage Managers.
12. Ensures Food & Beverage opening, closing, and month end inventories are accurate.
13. Oversees schedules of all Food & Beverage staff and monitors staffing levels to ensure financial and business needs are met.
14. Ensures timely submission of Accounts Payable.
15. Monitors all ordering and purchasing of food and beverages (including alcohol).
16. Ensures quality and consistency of Food & Beverage offerings, services, and presentation.
17. Meets with vendors on a regular basis to ensure the quality product and containment of costs are met.
18. Ensures all departmental staff are properly trained and maintain applicable certifications (i.e. ServSafe).
19. Performs all other job related duties as directed by the General Manager.

## **PHYSICAL REQUIREMENTS:**

1. Must be able to obtain a satisfactory pre-employment background clearance, physical, and drug screen.
2. Must be able to lift up to **30 lbs** without assistance.

*This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.*

**APPROVED 03/27/2019**

Qualification Sheet

Name: \_\_\_\_\_

Position: Food & Beverage Director

***Please list your specific knowledge, skills, and experience as related to the position requirements listed below.***

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