



13767W County Road B
Hayward, WI 54843

Job Description

Job Title: Steward
Department: Food & Beverage
Reports to: F&B Director/Executive Chef
Pay Range: Grade 5
Position Type: Non-Key

Basic purpose or function: The position of the Steward would be in charge of ordering food products, food equipment, receiving all items from food and equipment distributors, checking size, condition and correct amounts that were ordered. The person will be in charge of orderly walk-ins, managing waste and keeping a waste log. The person will assume any projects asked by the Chef and may fill in open positions cooking or the ala carte line.

Job Responsibilities:

- Ordering, receiving food items and equipment, rotation and managing the walk ins and freezers.
- Control usage and waste, and keeps a daily log from Runners, Cooks, Bar and Snack Bar.
- Continue and keep record of food runners HOT TEMP LOG on the buffet.
- Submits all invoices and codes to different departments and submits to controller
- Takes daily Monthly Inventory of all food.
- Manages, cleans and calls for repair of equipment in kitchen
- Manages and supervises cleaning of all the walls, surfaces, floors, racks, shelving and walk ins located in kitchen. Is also responsible for the back entrance keeping it clean and litter free.
- Maintains temperature logs and checks all of the temps of reach ins, walk –ins and freezer trucks.
- Maintains all of the small wares of the kitchen; bowls, utensils, whips etc.
- Maintains and keeps inventory of warehouse
- Responsible for running out of items and uses Market Place as precautions needed.
- Responsible for tight Pars and over ordering if food items.
- Establish cleaning schedules for the kitchen on a weekly/monthly basis, ensuring kitchen is routinely cleaned.
- Maintains inventory of small wares ie: glassware, silverware, plates etc.
- Assist on the cooking lines when available.
- Is a backup/ 2nd to the Administer for time star, time and attendance. Also can assist in Discipline and is aware of the schedule and staffing levels and has the authority to send people home.

Minimum Qualifications:

- High School Diploma or equivalent.
- Prior supervisory experience and has proven leadership qualities.
- Minimum of 18 years of age.
- Basic pre-maintenance of equipment; cleaning, brushing coils on refrigerators, defrosting freezers
- Be responsible for inventory of kitchen, knowing where an item is located and be able to tell someone.
- Noticing items that are expired or not able to be served.
- Strong customer service experience with direct guest interface.
- Must be knowledgeable in MS Office, Excel, & Outlook
- Must be able to stand long periods of time.
- Must be able to lift 50lbs or more.
- Must be dependable, organized, detail orientated, and accurate.
- Present a clean, neat, and professional image.
- Must be able to work a flexible schedule if needed.
- Excellent oral communication and written communication skills.
- Must complete Title “31” training.
- Must obtain a non-key gaming license.

Native American preference applies to all candidates who apply.

CEO Approval	Date
HR Approval	Date