



13767W County Road B  
Hayward, WI 54843

## Job Posting

Job Title: Food & Beverage Manager  
Department: Food & Beverage  
Reports to: Executive Director of Operations  
Pay Grade: E5  
Position Type: Key  
Opening Date: 10/4/2021  
Closing Date: Until Filled

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**Basic purpose or function:** The Food & Beverage Manager holds the most senior position in a food operation's chain of command. Duties involve setting culinary direction and goals, developing and standardizing recipes and menus for all food operations and entertainment venues, introducing new food products, setting kitchen quality standards, overseeing food production and presentation, and motivating and leading food and beverage staff. The individual in this position is responsible for cultivating a positive environment in the food services departments, including all front of house restaurant operations. The Food & Beverage Manager must ensure the staff is trained and compliant with the regulatory requirements for food handling, sanitation and safety. The Manager provides leadership to the operation of all food service outlets, Conference and banquet operations, as well as property concessions, lounge operations and floor beverage services.

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### Job Duties:

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- Exhibits sound leadership, guest service, policy knowledge and compliance, and adherence to profit goals.
- Provides the highest level of guest service by attention to staff performance.
- Demonstrates the ability to work quickly and efficiently in high stress situations.
- Maintains a positive environment in all food and beverage service areas.
- Creates standardized recipes and menus for all food service outlets that include high quality culinary options with well styled presentation and competitive pricing.
- Maintains a safe and hazard free environment for the safety of all staff and vendors.
- Ensures maintenance and replacement of beverage and food service equipment as needed.
- Approves all purchases and food orders from multiple purveyors.
- Ensures all team members receive training on required food preparation, storage and safety training and alcohol beverage control policies including confirming legal drinking age and discontinuing service to intoxicated guests
- Maintains full knowledge of our POS (Point of Sale) systems as well as the ordering software provided by purveyors.
- Oversees monthly inventory of food, beverage, and dining room supplies; maintains strict inventory controls to prevent theft and unnecessary loss.
- Develops an annual operating and capital budget and manages labor and food costs to operate at a profit.
- Produces daily sales report and guest counts; tracks daily, monthly, quarterly and annual Profit and Loss information to maintain top financial performance.
- Hires, manages, trains and mentors Conference Center, Lounge, Beverage, Concessions, Back of House and Front of House supervisors and team members.
- Confirms all team members are in uniform and adhere to property appearance standards.
- Creates, maintains, and distributes weekly schedules for staff and communicates changes.
- Monitors hygiene and sanitation within kitchen and food preparation environments.
- Communicates plans and reservations for special events; addresses all catering needs for on-site and off-site events through pre-shift and pre-event meetings.

- Issues timely performance feedback throughout the year.
- Completes performance evaluations on time and issues disciplinary actions in accord with policy
- Provides oversight for all Human Resource administrative duties for subordinate personnel.
- Works well with other department Managers and ensures professional and timely cross property communication about Food and Beverage functions.
- Other duties as assigned.

### **Job Qualifications:**

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- Bachelor's Degree or equivalent culinary degree
- Eight to ten years of work experience in the food service industry.
- Knowledge of the various processes for food control and food handling.
- Must possess and exhibit excellent management skills.
- Must possess or be able to obtain a Wisconsin Liquor License
- Must have knowledge of federal, state and local laws and regulations pertinent to restaurant operations.
- Must have excellent communication and organizational skills.
- Must be a team player.

**Native American preference applies to all candidates for this position.**

Apply online at:

[www.sevenwindscasino.com](http://www.sevenwindscasino.com)

If you are unable to apply online, submit information to:

Human Resource Department  
Sevenwinds Casino, Lodge & Conference Center  
13767W County Road B  
Hayward, WI 54843

Doug Merrill, Training & Development Specialist  
715-634-5643 Ext. 6121

Tina Coss, Human Resource Manager  
715-634-5643 Ext. 6107