



13767W County Road B
Hayward, WI 54843

Job Posting

Job Title: Food & Beverage Manager
Department: Food Service
Reports to: Executive Director of Hospitality
Starting Rate: \$65,581 - \$81,976
Position Type: Exempt
Opening Date: March 26, 2025
Closing Date: Until Filled

Basic purpose or function: The Food & Beverage Manager holds the most senior position in a food operation 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, motivating, leading food and beverage staff and implementing strategies to maximize sales and profitability. The individual in this position is responsible for creating a positive environment in the food service and beverage service 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 leads the operation of all food service outlets as well as property concessions, lounge operations, and floor beverage services.

Job Duties:

- Lead the Food & Beverage team by training, developing, and motivating all to meet and exceed established food preparation, presentation, and guest service standards consistently.
- 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.
- Develop and maintain a filing system for all standardized recipes, both as a hard copy and electronically.
- Instruct and prepare according to the standardized recipes.
- Lead discussion of ways to improve or update cuisine served on property.
- Knowledge of various cuisines, test new recipes, and establish portion sizes.
- Maintains a safe and hazard-free environment for the safety of all staff and vendors.
- Ensures maintenance and replacement of food and beverage service equipment as needed.
- Approve purchases and food orders from multiple suppliers.
- Ensure team members receive training on required food handling, preparation, sanitation, storage and safety training, alcoholic beverage control policies including confirming the legal drinking age and discontinuing service to intoxicated guests. Included is serv-safe certification/a Town of Hayward operators license, or any other required certification as may be required dependent on job duties.
- Maintains full knowledge of our POS (Point of Sale) systems as well as the ordering software provided by suppliers.
- 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.
- Must be active in controlling and maintaining food costs, including producing and reviewing daily sales reports and guest counts, track daily, monthly, quarterly, annual Profit and Loss information to maintain top financial performance.

- Review and maintain the cost of goods sold percentage and develop a plan to manage food costs if the COGS percentage exceeds the budget.
- Review and maintain par stock levels for each item based on the current operational budget.
- Estimate food consumption and requisition or purchase food.
- Ensure proper receiving, storage, and rotation of products to comply with company standards.
- Minimize waste and maximize the usage of food through careful ordering, proper and well-organized storage, use of proven recipes, and creative use of leftover food. Reviewing the waste and spoilage log.
- Attend BEO meetings to ensure all functions will be executed accurately.
- Ensure end-of-the-month inventory is accurate and completed.
- Ensure proper grooming and hygiene standards for all kitchen team members.
- Frequently reviews finished products for quality and presentation before orders are sent to guests.
- Display exceptional leadership by providing a positive work environment, counseling team members as appropriate, and demonstrating a dedicated and professional approach to management.
- Understand team members' positions well enough to perform duties in the team members' absence or determine appropriate replacements to fill gaps.
- Provides guidance and direction to team members, including setting performance standards and monitoring performance. Identifies the developmental needs of kitchen team members, provides coaching, and mentoring, and helps them to improve their knowledge and skills.
- Advocate sound financial/business decision-making, demonstrate honesty, and integrity, and leads by example.
- Delegates as appropriate to develop supervisors and team members to accept responsibility and meet clearly defined goals and objectives.
- Maintain staffing levels to ensure that guest service, operational needs, and financial objectives are met.
- Collaborate with the Hospitality Administrative Assistant to complete department schedules.
- Collaborate with the Hospitality Administrative Assistant in the hiring and disciplinary process.
- Collaborate with the Hospitality Administrative Assistant to issue timely performance reviews on all food service and beverage service team members.
- Confirms all team members are in uniform and adhere to property appearance standards.
- 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.
- Works well with other department Managers and ensures professional and timely cross-property communication about Food and Beverage functions.
- Perform other duties as assigned

Job Qualifications:

- Bachelor's Degree or equivalent culinary degree
- Eight to ten years of work experience in the food service industry.
- Experience in managing budgets and financial plans as well as controlling costs
- 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 along with HIS regulations pertinent to restaurant operations.
- Must have excellent communication and organizational skills.
- Must be able to work quickly and efficiently in high-stress situations.
- Perform assigned duties under frequent time pressure.
- Must be computer-literate with specific proficiency in Microsoft and general office equipment.
- Must be able to obtain and maintain a Gaming License.
- Must possess a Serv-Safe certification and Alcohol Awareness Certification
- The ability to work independently and establish priorities is required.
- Attention to detail and accuracy are required.
- Flexible schedule (including nights, weekends, and holidays)

Native American preference applies to all candidates for this position.

Apply online at:

www.sevenwindscasino.com

Our Team

If you are unable to apply online or wish to submit a transfer request/application, submit information to:

Sevenwinds Casino, Lodge & Conference Center
Human Resource Department

13767W County Road B
Hayward, WI 54843

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

Or

Kimberly Stevens, Human Resource Generalist
715-634-5643 Ext. 6121