

Tribal Member Assistant Director of Food & Beverage Intern

Requisition Number:	4036	Post Date:	03 / 09 / 2019
City:	Coarsegold	State:	CA

SUMMARY:

For PRCI Tribal Members interested in gaining advanced management experience in the administrative operations for all Food and Beverage activities on property. The position of Assistant Director of Food and Beverage Intern will be exposed to various advanced management duties while operating within compliance and full accordance within the Operational Policies and Procedures and Gaming Regulatory guidelines. Interns will gain at least 2 YEARS of hands-on experience and learn the requisite skills required to be able to accomplish all tasks listed in the Work Plan Outline.

ESSENTIAL DUTIES AND REQUIREMENTS:

ESSENTIAL DUTIES AND RESPONSIBILITIES WILL BE UNDER THE SUPERVISION OF THE DIRECTOR AND TRIBAL MEMBER CAREER DEVELOPMENT PROGRAM ADMINISTRATOR and include the following:

Works collaboratively with the Director, F&B Management Team, Training Staff, and the Tribal Team Member Career Development Program Administrator to complete all portions of the internship outline.

Interacts effectively with the public and Team Members. Performs excellent customer service at all time.

Formulates, administers, and enforces venue policies and performance standards.

Ensures departmental compliance with applicable Federal and State laws governing food preparation and service.

Confers with Director of Food and Beverage to review Team Member concerns, discussing needed changes and potential solutions

Maintains applicable food safety certification.

Assists Director with recruiting, interviewing, selection, on-boarding, training, transfers, promotions, and terminations to ensure all personnel actions are carried out in accordance with established company policies, procedures, and governing Tribal, federal, and state laws.

Assist Venue Managers maintain appropriate staffing levels by participating in interviews, selection, training, scheduling, evaluating, performance management, transfers and promotions and terminations as needed.

Provides support for all Venue Managers, providing guidance and assistance as needed.

Participates in special projects as requested by the Director of Food and Beverage.

Reviews departmental reports, identifies concerns, and recommends actions or solutions to avoid or mitigate adverse operating conditions.

Ensures a maximum level of service and satisfaction throughout all food & Beverage operations on their assigned shift(s), to include; restaurants, bars, and other events requiring F&B Services.

Ensures consistency and quality of food and beverage product and service is maintained.

Facilitates the flow of information throughout the venues by attending and as required organizing/hosting regularly scheduled department meetings with Food and Beverage Management/Staff.

Ensures to the highest degree the accuracy and thoroughness of departmental records and reports.

Demonstrates complete knowledge of company policies and procedures and ensures all departmental compliance.

Ushers as needed by management for events.

Performs any reasonable request made by management.

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.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in Restaurant/Service Management or related field of study or concurrent enrollment in an accredited college or university required. Minimum of four years of experience in Food/Restaurant Management, with progressive managerial responsibilities required.

SPECIAL QUALIFICATIONS:

Food & Beverage experience with training, ordering, scheduling, documentation, and POS operation. Must also have restaurant experience including overall management, training, ordering, hiring, scheduling, documentation and systems implementation. Must display a passion for food and beverage service, be self-motivated with a strong work ethic, and have a desire to constantly improve operations. Must have excellent communication, organizational and analytical skills.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret the most complex of documents, such as technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, and work with mathematical concepts such as probability and statistical inference.

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:

The physical demands described here are representative of those that must be met by a Team Member to successfully perform the essential functions of this job.

While performing the duties of this job, the Team Member is regularly required to talk or hear. The Team Member is also regularly required to stand; walk; and use hands to finger, handle, or feel objects, tools or controls. The Team Member is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

The Team Member is regularly required to lift and/or move up to 25 pounds and occasionally required to lift and/or move up to 75 pounds.

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 a Team Member 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. When on the casino floor, the Team Member is exposed to a smoke-filled environment.

SPECIAL REQUIREMENTS:

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