
GRAND CASINO HINCKLEY

Job Title: **Steak House Kitchen Mgr** Department: **Food & Beverage**
Grade: **E09** Reports To: **Steak House Manager**
Date of Posting: Posting Expires: Shift:

SUMMARY:

Responsible for the quality assurance of all finished products of the venue and the supervision of all food productions ensuring all Mille Lacs Corporate Ventures specifications and standards are satisfied.

MEETING PERFORMANCE EXPECTATIONS:

To perform this job successfully, an individual must be able to perform **each essential duty** satisfactorily. Responsibilities listed below are representative of the knowledge, skills and/or ability needed to effectively execute this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

ESSENTIAL DUTIES OF THE POSITION:

- Responsible for the staffing, training evaluating and coordination of all food production Associates.
- Ensure all specs in all recipes and food apportionment are met.
- Maintain excellent kitchen hygiene conditions at all times.
- Recommend and suggest the hiring, terminating, suspending, and counseling of Associates to the Manager of the Venue.
- Enforce performance standards, policies, and procedures of the venue in accordance with Mille Lacs Corporate Ventures mission and objectives.
- Responsible for complying with all food and beverage health and safety regulations; as well as all Tribal, Federal, State and local applicable laws.
- Ensure kitchen operations are run in a smooth, efficient manner to ensure guest satisfaction.
- Directly supervises Kitchen Supervisors, line cooks, prep cooks, dishwashers, and other venue Associates.
- Assist in the preparation, portioning and garnishment of all foods in accordance with established recipes.
- Maximize cost effectiveness within the venue by ensuring compliance with established budget food and labor costs.
- Participate and preside in departmental and venue meetings facilitating the flow of pertinent information from management to Associates.
- Responsible for maintaining all venue equipment as well as the appearance of the venue in accordance with Mille Lacs Corporate Ventures standards.
- Responsible for listening to, evaluating and assuring control of guest grievances.
- Sets priorities for all supervisors and provide assistant as needed.
- Responsible for maintaining open communication throughout the venue, through daily pre-shift meetings.
- Confers with Manager concerning operational deficiencies and areas in need of attention.
- Communicate with various department managers in resolving venue conflicts and disputes.
- Ensure accurate weekly inventory.
- Any and all other duties as assigned.

THE COMPANY REQUIRES EVERY ASSOCIATE TO:

- *Maintain a consistent and regular attendance record.*
- *Encourage mutual respect among associates by setting positive examples consistent with company policies.*
- *Maintain an attitude and philosophy consistent with the company mission, vision and values.*
- *Maintain a professional reputation in the company and community.*

EDUCATION and/or EXPERIENCE:

- Five (5) years progressive related food production and culinary experience with four (4) years of Supervisory/Managerial experience required and/or an equivalent combination of education and experience, preferably in the hospitality industry with emphasis on Food & Beverage.
- Serv-Safe Certification preferred. Certification is required within one (1) year of placement.
- Alcohol Awareness Certification (CARE) preferred (Certification is required within one (1) year of placement).

SPECIAL QUALIFICATIONS:

- If required, must be able to pass company pre-employment Drug and Alcohol test.
- Must be able to secure license from Gaming Regulatory Authority, and follow all relevant DGR's.
- Mille Lacs Band Member and American Indian preference will be exercised in the hiring process.

LANGUAGE SKILLS:

- Must be able to effectively communicate in one-on-one and small group situations.
- Must be able to read, interpret and apply instructions and technical terminology furnished in written, oral or diagram form.

MATHEMATICAL SKILLS:

- Must be able to add, subtract, multiply and divide in all units of measure, using whole numbers, percentages, common fractions, and decimals.

REASONING ABILITY:

- Must be able to apply commonsense understanding to a variety of situations, in order to collect data, analyze facts, and determine appropriate response.

PHYSICAL DEMANDS:

While performing the duties of this job, the Associate is regularly required to:

- Talk and hear;
- See and adjust focus to include close, distance, color, depth, and peripheral vision;
- Stand, walk, run, sit, balance, stoop, kneel, climb, crouch and/or crawl;
- Handle objects, tools and controls; reach with arms and hands;
- Lift, push, pull and/or move objects weighing up to one hundred (100) pounds.

WORK ENVIRONMENT:

While performing the duties of this job, the associate is regularly exposed to:

- A low-to-moderate noise level (offices).
- A moderate-to-loud noise level (operations areas).
- Second-hand cigarette/cigar smoke.
- Moving mechanical and/or electrical components.
- Chemical solutions such as cleaning and polishing compounds.