

Food & Beverage Supervisor

LOCATION:	Rawhide Event Center/Wild Horse Pass Motorsport Park
COMPENSATION:	\$13.24-\$16.47 per hours, depending on experience
HOURS OF WORK:	Varies
FLSA STATUS:	Non-Exempt
SUPERVISORY:	Yes
REPORTS TO:	Food & Beverage Manager/or Event Manager

POSITION SUMMARY:

Supervises the Food & Beverage operations for the company. Assists in all management operations, including scheduling, billing, training and control. Operates according to established procedures and standards.

JOB DUTIES & RESPONSIBILITIES:

- Coordinate food service between kitchen, banquet and all service staff
- Inspect all physical set up requirements and ensure the Banquet Event Order (BEO) is followed; including review and implementation of seating diagrams
- Enforce company rules, regulations and policies
- Monitor all beverage consumption and address issues of intoxication
- Adhere to basic hygiene procedures and grooming standards
- Control transfers and stock inventory
- Ensure all opening and closing side work is completed
- Complete required reports
- Complete opening and closing inspections
- Follow all health and safety regulations; and ensure assigned staff do the same
- Takes necessary steps to control and limit waste (spoilage and shrinkage)
- Encourage staff to maintain cleanliness in front and back of house
- Assist in pre-service and periodic training
- Assist in ensuring accurate billing according to BEO and other operational documents.
- Manage inventory and operating materials

KEY QUALIFICATIONS – EDUCATION & WORK EXPERIENCE:

- High school diploma or equivalent (GED) preferred.
- High volume concession experience preferred.
- Two (2) years of supervisory experience in food & beverage operations.
- Three (3) years of hospitality operations/customer service experience; OR an equivalent level of education and experience sufficient to successfully perform the require duties.
- Must acknowledge and agree to maintain a drug-free work place as a condition of employment.

KNOWLEDGE, SKILLS & ABILITIES:

- High level customer service and attention to detail.
- Use basic mathematical skills to interpret financial information related to events.
- Deal with the general public, customers, employees, union and government officials with tact and courtesy.
- Plan and organize the work of others.
- Change activity frequently and cope with interruptions.
- Some knowledge of proper use of equipment, materials and supplies used in general maintenance and construction work.
- Some knowledge of general first aid and applicable safety precautions.
- Ability to work independently and complete activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.
- Ability to meet attendance schedule with dependability and consistency.

COMPUTER SKILLS:

Microsoft Suite, Microsoft Outlook, and hospitality database software.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write and speak effectively, provide verbal and written reports as needed.

MATH SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret variety of instructions in all formats and deal with both abstract and concrete variables. Ability to act calmly and responsibly in an emergency situation; stay in control.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to be outside for an entire shift/extended period of time in most all types of weather, including hot weather. During their shift, an employee will be required to walk; use hands and fingers to handle, or feel; execute repetitive motions of the wrists, hands and fingers; reach with hands and arms; and talk and hear. The employee is regularly required to sit; and climb, balance, bend, stoop, lift, carry, push, kneel, crouch, or crawl. The employee must regularly lift and/or move 25 pounds, and occasionally lift and/or move up to 50 pounds.

WORKING CONDITIONS:

Work is performed both outside and inside; primarily outside. Outside work is performed in most kinds of weather with exposure to extreme heat, fumes and direct sunlight. Work is performed primarily in an amusement park / race track setting/ public events setting. The noise level in the work environment is usually moderate to loud.

Evening, night, weekend, and holiday work is required. Extended hours and irregular shifts may be required.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Preference is given to qualified members of the Gila River Indian Community.

The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

Questions – Contact:

Human Resources

Email: Careers@wildhorsepass.com

Submit Resume and Cover Letter to:

Human Resources

5350 North 48th Street, Suite 310

Chandler, Arizona 85226

Position Posting Closes:

When filled

Employee Acknowledgment:

Sign: _____ **Date:** _____

Print: _____