

SAC & FOX CASINO

POSITION DESCRIPTION

POSITION TITLE: Lodge Manager

DEPARTMENT: Food & Beverage

STATUS: Full time, Regular

SALARY RANGE: 26

LEVEL OF RESPONSIBILITY: Reports to Food and Beverage Director

DESCRIPTION OF WORK:

Assist in the management of Casino food service department. Monitor employee performance, prepare schedules, oversee menu and food preparation and insure excellent customer service.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Plans and organizes the activities of the restaurant, lounge, room-service, banquet beverage, pool area, and satellite operations to include budgeting and financial planning, forecasting, accounting for and recording financial results, supervision of purchasing, inventory control, development and implementation of policies and procedures, and effective training of all supervisory and support staff.
- Evaluate, implement, and monitor restaurant/lounge requirements such as; scheduling assignments, employee developmental needs, budget assessments, profit/loss analysis, inventory control, internal controls, guest service, and organizational/sanitation expectations.
- Develop, implement, and maintain all marketing plans to insure the highest guest satisfaction and profit center levels. This includes employee incentives that continue to encourage teamwork and morale.
- Directs, participates, and trains department supervisory staff in the selection and reassignment of employees, evaluations, time and budget management, scheduling, discipline, documentation, guest service, interviewing procedures, and staff training/improvement.
- Communicates with the Kitchen Manager and Supervisors on a regular basis to insure that all requirements are being met concerning banquet functions, menu planning, coordination, guest service expectations, and over-all organizational scope. Attends BEO meetings.
- Provide all staff with positive coaching/counseling to insure that performance level is maintained or exceeded. Create a positive and productive work environment for all and strive to achieve 100% guest satisfaction.
- To understand and perform proper delegation effectively with all supporting staff members to ensure that all assigned duties are completed in an efficient and timely manner.