



TORTOISE ROCK
CASINO

Spotlight 29 Casino



Job Title: Kitchen Supervisor
Department: Food & Beverage
Job Type: Full-Time
Status: Exempt

Job Summary:

Supervise and coordinate activities of food preparation, kitchen, pantry, and storeroom personnel by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement to be the premier entertainment experience in the Coachella Valley.
- Plan or participate in planning menus, preparing and apportioning foods, and utilizing food surpluses and leftovers.
- Specify number of servings to be made from any vegetable, meat, beverage, and dessert to control portion costs.
- Supervise noncooking personnel to ensure cleanliness of kitchen and equipment.
- Supervise Cook and tastes, smells, and observes food to ensure conformance with recipes and appearance standards.
- Supervise workers engaged in inventory, storage, and distribution of foodstuffs and supplies.
- Requisition foodstuffs, kitchen supplies, and equipment from Purchasing Manager.
- Meet with professional staff, customers, or client group to resolve menu inconsistencies or to plan menus for special occasions.
- Plan or participate in planning menus, preparing and apportioning foods, and utilizing food surpluses and leftovers.
- Supervise workers engaged in inventory, storage, and distribution of foodstuffs and supplies.
- Assist Executive Chef and Sous Chef in daily functions.
- Ability to compare pricing and order food and foodstuffs from available purveyors and ensure consistent quality and pricing.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS)
- Present a positive image of the Casino to its guests and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Ability to read and use standardized institutional recipes.
- Perform any other duties that may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES:

Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):

- High school diploma or G.E.D. required
- Bachelor's degree (B. A.) from four-year College or university; or one to two years related experience and/or training.
- Five years' experience in institutional food preparation including broiler, sauté and frying.

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- Must pass pre-employment and periodic random drug screens
- Must possess current ServSafe certification
- Must obtain a current Food Workers Certificate.
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit; stoop, kneel, crouch, or crawl; climb or balance, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility.
- The Casino is not a smoke-free environment.
- While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on a 24-hour, 7 – day per week basis.