



## **Vacancy Announcement**

- Title :** Sous-Chef / Kitchen Manager
- Reports To:** Food & Beverage Manager
- Location:** Yreka, CA
- Salary:** Competitive salary and benefits, (DOE)
- Classification:** Full Time, Regular, Exempt, Non-Entry Level
- Summary:** Under general supervision of the F&B Manager, responsible for the daily supervision of all kitchen production and operation in casino. Ensures that all food and beverage operations are executed to achieve established quality, service, safety and financial goals and objectives and in accordance with all applicable established laws and regulations.

### **Application Deadline: June 12, 2018 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.rainrockcasino.com](http://www.rainrockcasino.com), just click on the tab for Rain Rock Casino. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.rainrockcasino.com](http://www.rainrockcasino.com) or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097, Email: [dbernal@rainrockcasino.com](mailto:dbernal@rainrockcasino.com)



## Position Description

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- Reports to:** Food & Beverage Manager
- Location:** Yreka, CA
- Salary:** Competitive salary and benefits, (DOE)
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### **Summary:**

Under general supervision of the F&B Manager, responsible for the daily supervision of all kitchen production and operation in casino. Ensures that all food and beverage operations are executed to achieve established quality, service, safety and financial goals and objectives and in accordance with all applicable established laws and regulations.

### **Responsibilities:**

1. Manage all production and operation of kitchen.
2. Line Check – taste all food products checking for quality and that the products meet RRC established standards.
3. Check, follow and enforce all standards of sanitation in all areas of responsibilities.
4. Complete paperwork and daily reports and submit them to F&B Manager
5. Assist F&B Manager with creation and design of menu, menu items, menu cost and ordering list.
6. Manage staff including scheduling, employee counseling, PTO, etc.
7. Train all employees to abide by RRC standards.
8. Act in accordance with Employee Handbook, personnel procedures, operating procedures, minimum internal control standards and regulations.
9. Assist all team members as needed.
10. Update policies and procedures as needed.
11. Maintain confidentiality over all personnel information.
12. Maintain an efficient filing system and document all assets and reconciliations.

13. Attend mandatory and non-mandatory trainings, meetings, and briefings
14. Maintain appearance standards as outlined in departmental and Rain Rock Casino policies.
15. Develop ideas for marketing and meals for patrons under supervision of F&B Manager.
16. Provide courteous service to our guests and be cordial to all Team Members.
17. Speak with guests in dining room on a regular basis to develop an understanding on needs and wants from guests and discuss the quality of food served.
18. Communicate effectively both orally and in writing.
19. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

### **WORKING CONDITIONS & ENVIRONMENT**

1. Must be able to work in a smoke-filled environment.
2. Must be able to work all shifts, weekends, holidays & special events as needed.
3. Must be able to work in a high stress atmosphere.
4. Must be able to work in a fast-paced environment where teamwork is essential.

### **LEVEL OF AUTHORITY & RESTRICTIONS**

1. Supervise Team Members in the Food & Beverage department.

### **Requirements:**

1. Must be at least 21 years of age
2. Five (5) years work experience in food and beverage operations.
3. Two (2) years in a lead or supervisory capacity. Casino experience preferred.
4. Understanding of advanced cooking, baking and presentation methods.
5. Understand and have the ability to calculate and implement food cost.
6. Have or be able to obtain and hold a Food Handlers Certificate and Serve Safe Certification.
7. No felony, theft or stealing convictions.
8. Ability to work and perform tasks independently.
9. Proven skills in the use of computer equipment.
10. Highly self-motivated and directed.
11. Keen attention to detail.
12. Proven analytical, evaluative, and problem-solving abilities.
13. Ability to effectively prioritize and execute tasks in a high-pressure environment.
14. Extensive experience working in a team-oriented, collaborative environment.
15. Must possess and maintain a valid state driver's license and be insurable by the RRC's insurance carrier.
16. Willing to travel and participate in training as recommended or required.
17. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
15. Must adhere to confidentiality policy.
16. Must successfully pass a drug screening test and criminal background check.

17. Indian preference will be observed in the hiring process.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

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Team Member Name	Signature	Date
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Team Leader Name	Signature	Date
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**Council Approved:** *(date)*

- Original to HR
- Copy to Team Member
- Copy to Team Leader