

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



ONEIDA

A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

Phone: (920) 496-7900
Fax: (920) 496-7490

POSITION TITLE: Food & Beverage Supervisor (2nd Shift)
POSITION NUMBER: 82707/84708
DEPARTMENT: Food & Beverage
LOCATION: Various
DIVISION: Gaming
RESPONSIBLE TO: Food & Beverage Manager
SALARY: NE06 \$15.41/Hr Plus Tips (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: August 2, 2019
CLOSING DATE: Until Filled
Transfer Deadline: August 9, 2019
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Under general supervision of the Food & Beverage Manager, oversee the daily operations of the Food & Beverage department. Creates a customer focused work environment. Ensures department adheres to all regulations required for food and alcohol handling. Maintains confidentiality of all privileged information. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Supervise, assign duties to, and coordinate the activities of team to include evaluations, scheduling, disciplinary actions, hiring, training, orientation, coaching, and employee motivation.
2. Establish and maintain effective working relationships with all internal and external guests of the Oneida Casino. Provide solutions to guests concerns and continually focus on guest service as our top priority.
3. Ensure reports are completed by due date for OnBase and Everest.
4. Provide leadership to supervised team and assigned areas with a positive attitude and behavior.
5. Participate in hiring / interviews, complete new hire departmental training and orientation.
6. Assist in establishing, implementing, and communicating goals, objectives, policies, and procedures in accordance with applicable tribal, federal, state, and local laws, rules, regulations, and goals of Oneida Casino.
7. Maintain an adequate amount of inventory for each shift and location.
8. Monitor, complete, verify and route departmental paperwork such as; Kronos, medical documentation, injury reports and accounting paperwork.
9. Work cooperatively with Marketing/promotions as needed.
10. Adhere to all tribal Personnel Policies and Procedures, Tribal Operating Procedures, and Department Policies and Procedures.
11. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
12. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand and walk for extended periods of time. Frequently use hands and arms to grasp, reach, carry, lift and/or move up to fifty (50) pounds.
2. Frequently push and pull carts weighing over seventy (70) pounds through a crowded room throughout shift.
3. Occasionally sit, stoop, kneel, crouch, crawl, and lift items overhead weighing up to twenty-five (25) pounds.
4. Work is performed throughout the gaming floor including the Kitchen and Bar with exposure to heat, cold, fumes, steam and high noise level.
5. Evening, holiday and/or weekend work may be required along with extended hours and irregular shifts.
6. Work environment is **NOT** smoke, noise, or dust free.
7. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, Gaming regulations and requirements.
2. Knowledge of department organization, function, objectives, policies and procedures.
3. Knowledge of Food and Beverage Service Standards.
4. Knowledge of menu items including entrée's, sides, and beverages.
5. Knowledge of food safety and handlers permit for safety, technique and quality standards.
6. Ability to perform all bar operations including bartending and cashiering.
7. Ability to perform all kitchen operations including: Cooking and preparing a variety of foods.
8. Technical Skills:
 - a. Skill in the use of computers and operating various word-processing, spreadsheets, and database software programs in windows environment.
 - b. Skill and Knowledge to learn Micros System, implement menu changes, price changes in Point of Sale Systems and its functionality.
9. Supervisor Techniques required:
 - a. Skill in development and implementation of department goals and objectives
 - b. Skill in budgeting techniques that include: Labor, Inventory Controls.
 - c. Skill in organizing and coordinating events.
 - d. Skill in supervising, training, and evaluation of assigned team.
 - e. Ability to exercise independent judgment, work independently and meet strict time lines.
 - f. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds. Ability to communicate efficiently and effectively both verbally and in writing.
 - g. Ability to work in a stressful and busy environment.
10. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
11. Must be willing and able to obtain additional education and training.
12. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
13. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
14. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Associate degree in Hospitality Management, Supervisory Management, Business or related field.
2. One (1) year experience and knowledge of Point of Sale (POS) System.

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MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Must be 18 years of age or older.
2. **Must be an enrolled member of the Oneida Nation.**
3. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement. One (1) year supervisory or lead experience; six (6) months customer service experience; an equivalent combination of education and experience may be considered.
4. Must be able to obtain a Food Handlers Permit.
5. Must attend Responsible Beverage Server Classes and obtain a Bartenders License within 90 days of employment.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of Diploma, License, Degree or Certification upon employment.**