

**DOUBLE EAGLE HOTEL & CASINO
GOLD CREEK CASINO
JOB DESCRIPTION**

Job Title: Food and Beverage Director
Department: Food and Beverage
Reports To: General Manager
FLSA Status:
Issued Date: 07/15/2010
Revised Date: 06/03/2016
Approved By:
Approved Date:

SUMMARY: The Food and Beverage Director shall be responsible to the General Manager for all Departments pertaining to Food and Beverage operations. He shall maintain all cost controls, perpetual inventories, Laborer costs, employee training programs, submit quarterly or annual budgets as required and see that a high standard of operations is maintained in all his departments at all times.

DUTIES AND RESPONSIBILITIES:

1. Set up a computerized system of food costs and menu management, which would allow us to know exactly the food and labor cost of each menu item for menu costing.
2. Maintain a computerized inventory off all daily incoming food beverage paper and janitorial items which would automatically red ball any increase in purchase prices so the menus can be adjusted accordingly. Printout of all inventories could be taken any time either by storeroom, department, product type such as dairy, meat, etc. or alphabetically and would show the price of each item so when a inventory is taken we just feed back the quantities along with our monthly departmental gross and it will give our complete food cost wither by food departments or by product type such as meat dairy etc which will allow us to ascertain where the increase is either meat, produce, theft, etc.
3. Maintain a liquor, beer, and wine inventory on a perpetual basis for both control of the liquor room and bars. Plus cost controls for co2, bar mixes and juices etc. and a requisition order system for BAR TO KITCHEN, KITCHEN TO BAR, A&P AND VIP TRANSFERS AND LIQUOR TO BANQUET FOR COSTING EACH FUNCTION AND BARTENDERS BAR CHARGES AND RETURNING TO LIQUOR ROOM. (For complete cost inventory at the completion of each function for bar shortages.
4. Submit a quarterly or annual budget as required outling proposed equipment and software requirements along with suggested fair ware and tear, losses expected. Outline proposed income from Banquets, diningroom bar, coffee shop, etc. for nest quarter, along with proposed wage costs.
5. Operate a system of daily labor costs submitted from, each department and maintain a running scale so the department will be well aware if his costs are to high will in advance of the end of the pay period so that he can take steps to adjust them and bring them in line with managements required percentage.
6. Maintain a inventory off all software, linens, cutlery, etc.for monthly inventory to ascertain our fair ware and tear percentage for budget purposes and excess breakage, disposal and theft

7. Maintain a classroom for continues employee training thru visual VCR training tapes, classroom training and on location training. A system of training exams should be given to employees along with a training manual of house regulations, personal hygiene, customer relations, dress code, pay procedure, benefits, etc. A quarterly employee evaluation should be made with each employee by both the department head and the F&B Director. A weekly tour of all the Hotel facilities, some rooms and all safety and fire regulation and areas should be carried out by the personal department so every employee will be well acquainted with the hotel should a customer make a inquiry or in the case of a emergency.
8. The food and Beverage Director and his staff should be aware of special occasions and events for the restaurants and lounge to maintain a continues interest by the customer. The entertainment should be in good taste.
9. All employees are to assist (diplomatically) in the training of new employees to ensure proper customer service.
10. **UNDERAGE GAMBLING / UNDERAGE DRINKING / CHECKING ID's:** It is your responsibility to ensure no person under the age of twenty-one (21) is consuming any alcoholic beverages, gambling, lingering in a gaming area or sitting in a gaming area. This guideline includes underage and off-duty employees. The best way to assure compliance is to ask for ID. Remember, many people look older than they really are. If anyone looks like they are under thirty-five (35) years of age, you are to ask for their ID. If you have questions about any ID call the Key on Duty. In addition, you will be responsible to attend the annual retraining of Underage Gambling, Alcohol and checking of ID's.

QUALIFICATION REQUIREMENTS: EDUCATION and/or EXPERIENCE:

Bachelor's Degree in Hospitality or the equivalent in education and experience. Seven (7) to (10) years of recent and related hospitality or F & B experience, including two (2) years of managerial experience.

LANGUAGE SKILLS: Demonstrated effective and diplomatic oral and written communication skills using English.

REASONING ABILITY:

Makes recommendations, beyond the scope of essential duties, which may positively or negatively impact the operations of other departments.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid Colorado Driver's License. Colorado Gaming License is preferred.

PHYSICAL DEMANDS:

Essential duties may involve performing physical exertion: frequent brisk walking, Climbing stairs, stooping, bending, stretching, reaching, kneeling, squatting, bending, walking and Crouching/stooping, pushing and standing for an entire work shift, with standard breaks, in order to perform duties. Essential duties may involve working in a small, confined area used to prepare food, with floors, which may Become slippery in the process of preparing food and beverages. Essential duties require lifting up to 30 pounds to stack, store or move kitchen, restaurant or general office supplies and equipment. Essential duties also involve Sitting while completing paperwork or using a computer, and a flexible work- week with additional hours routinely required.

WORK ENVIRONMENT:

Essential duties may involve working in a kitchen environment, which contains loud noise, odors and frequently hot or cold work environment due to running ovens and refrigeration units. Essential duties also involve working in an inside office environment. Some inside locations are heavily filled with cigarette smoke.

MATERIALS AND EQUIPMENT USED:

Equipment typical of a retail/commercial kitchen, bar and Restaurant, including slicers, mixers, ovens, refrigerators, fryers, knives, spoons, forks, glasses, pitchers, oven mitts and various cleaning supplies and materials.

I am in receipt of this job description, which has been reviewed with me by my supervisor on this date.

Employee

Date

Supervisor

Date