



POSTED: May 5th, 2022

DEADLINE: Until Filled

JOB DESCRIPTION

POSITION: Kitchen and Event Assistant

DEPARTMENT: Food and Beverage

LOCATION: Casino Resort Kitchen and Event Center

SUPERVISOR: Food and Beverage Director

EMPLOYMENT: Full-Time

PAY RATE: Pay Grade 14: \$15.00 - \$19.45 (D.O.E.)

DESCRIPTION:

Assist Kitchen Manager with all daily operations within the kitchen including but not limited to assisting with ordering, inventory, prep scheduling, organization of all kitchen food areas. Assist with all customer and employee related operations in the Event Center. Assist with all banquet inquiries and coordinate banquet activity within the casino with the appropriate departments. Create and manage BOE's to ensure proper handling of all Event Center and Catering events.

RESPONSIBILITIES:

- Respond to all inquiries pertaining to banquets and events.
- Submit weekly group booking schedule to appropriate departments.
- Have weekly meetings with Food & Beverage Director and the Hotel Manager.
- Maintain contact with all incoming groups.
- Develop a follow-up plan with all past banquet and event groups.
- Communicate details of all events on a daily basis or within weekly BOE meetings.
- Create layouts and floor plans for upcoming events.
- Provide room blocks to the front desk along with delivering guests needs at check-in and check out.
- Partner with all departments and create smart plans for road mapping the future event of old and new business.
- Create a banquet event order.
- Oversee and manage event from start to finish including scheduling and overseeing event staff.
- Assist in prep work including cooking and baking as assigned by Kitchen Manager or Food & Beverage Director.
- Assist with ordering of food and inventory control.
- Develop and implement new food and beverage offerings while working with the Kitchen Manager and Food & Beverage Director to align options with the current market.
- Provide excellent guest service to guests, internal and external through active guest engagement and positive attitude.

- All employees must be flexible and assume other responsibilities and task as assigned by management and as management deems necessary; this means fulfilling all other job duties as assigned.
- Flexible with scheduling of shifts and willing to work nights, weekends, and holidays.

MINIMUM REQUIRED QUALIFICATIONS:

- High School Diploma or GED.
- 1+ year of marketing experience, event planning experience, or a combination of both.
- 1+ year experience in kitchen preparation and cooking.
- Ability to communicate effectively both oral and written.
- Ability to work independently or with a group.
- Ability to use basic computer skills for input and retrieval of work process and event details.
- Strong attention to detail and accuracy with strong organizational skills.
- Basic math and reading skills to accurately adhere to recipes and measurements.
- ServSafe certified or be able to be ServSafe certified within first (90) days of employment.
- Must be able to receive and maintain a Gaming License.
- Must be willing and able to pass a background check and other preemployment screenings as requested.

PREFERRED QUALIFICATIONS

- 1+ year of experience or education in business management/supervisory or a combination of skills/education.
- 1+ year experience in a casino setting.
- 3+ year experience in kitchen preparation, cooking, and baking.

PYSICAL REQUIREMENTS

- Ability to stand and walk for extended periods of time – up to 90% of full shift.
- Ability to reach, bend, stoop, and lift up to 40 pounds.
- Ability to adhere to high standard of personal hygiene and grooming habits.
- Ability to work in an environment with smoke and loud noise.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position if required.

OUR MISSION

Our Mission is to provide an exceptional and memorable experience to every Guest, every time. Each Team Member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all Guests, internal and external.

Integrity, Service, Professionalism, Value. This is our PROMISE.

Initial Date of Approval by the Public Enterprise Finance Commission (PEFC): 02/21/2017

Revised: 01/29/2019

Northern Waters Casino Resort Sign _____ Date _____

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