



Menominee Casino Resort

1st Posting

Position Thunderbird Complex Director

Job Status Full-Time

Minimum Age 21

Wage

Date Posted Thursday, March 23, 2017 8:00:00 AM

Date Closed Wednesday, March 29, 2017 4:30:00 PM

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

Director is responsible for the management of the Thunderbird Complex in accordance with company policies & procedures and gaming regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Shall enforce and comply with all Federal, State, Local laws and Internal Controls relating to the C- Store, Bar and Dining Room operations.
- Shall know how to access and have a working knowledge of all Tribal Internal Control Standards (TICS).
- Shall maintain the highest standards of service, health, sanitation, and safety standards for all shift personnel and customers.
- Shall promote positive public relations, employee relations and promotions to generate repeat business.
- Shall supervise all areas within the C-Store/Gas Operation, Bar, Kitchen and Dining Room.
- Shall be responsible for all supervisory duties such as hiring, separations, training, performance appraisals, schedules, drafting operational policies for complex, etc. (list is not all inclusive).
- Shall be responsible for creating annual operating budget and forecasting revenues for the complex.
- Shall maintain/provide accurate records and reports as required; check Open Report frequently during shift; and maintain invoices and transfers in an accurate filing system.
- Shall be familiar with emergency programming procedures to keep POS on line.
- Shall control and monitor all labor costs on each shift.
- Shall oversee all aspects of the C-Store Gas Operation, Bar, Kitchen, and Dining Room opening and closing duties are completed.
- Participates in month end inventories, reviews tally sheets to ensure that they have been entered correctly.
- Responsible for the daily inspection of all C-Store and food and beverage products to insure that they meet Company specifications.
- Follows proper procedures for processing invoices.
- Verify all items invoiced for entire Thunderbird Complex for quality and quantity.
- Shall act in the capacity of Cashier on an as needed basis.
- Shall perform any other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Director is responsible for the operation and supervision of the entire Thunderbird Complex.

Director is responsible to carries out supervisory responsibilities in accordance with the Complex policies & procedures and applicable laws. Responsibilities include interviewing, hiring, and monitoring training of employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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EDUCATION and/or EXPERIENCE

- Minimum - Bachelor's Degree in Business, Hospitality or related educational fields (example Financial, Economics degree, CPA Training).
- Minimum - five (5) years experience managing a successful Business, Hospitality, Retail, and/or Food Beverage operation with no audit or financial exceptions.
- Must know how to read, interpret and enter proper financial information to daily, monthly and yearly business documents and do a monthly report to MIGA Board that includes trends.
- Must be at least 21 years of age or older.
- Must be able to work unusual hours, days, nights, weekends and holidays.
- Must be able to withstand a background check.
- 82-10 Preference given to qualified Menominee or other Native American Applicants

SPECIAL QUALIFICATIONS

Strong interpersonal and communication skills required.

Must have a valid Wisconsin driver's license with a good record and meet eligibility requirements for Menominee Indian Tribe of Wisconsin's Approved Driver's List.

Serv Safe certificate within 90 days of employment.

TIPS training required within 90 days and/or Bartenders License

Must be able to obtain certification required by EPA for gasoline pump management 90 days.

Must have computer skills and can use Windows and Microsoft Office programs.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.
- "In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact."
- Hiring in Gaming Position is contingent upon criminal background check.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of Complex.

MATHEMATICAL SKILLS

Verifiable ability to work with mathematical concepts. Verifiable ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this job, the Employee is regularly required to use hands to finger, handle, or feel objects, reach with hands and arms; and talk or hear. The Employee frequently is required to stand and walk. Must be able to lift 40 lbs on a regular basis and up to 50 lbs occasionally.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. When on the Supper Club floor, the noise level increases to loud.