



Menominee Casino Resort

1st Posting

Position: Beverage Supervisor

Job Status: Full-Time

Minimum Age: 21

Wage: \$20.00

Date Posted: Monday, August 10, 2026 8:00 AM

Date Closed: Friday, August 14, 2026, 4:30 PM

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

SUMMARY:

Responsible for ensuring operations of an assigned area. Responsible for employee performances in accordance with department rules, company policy, procedures, and gaming regulations, in an assigned shift.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Shall act as cashier when needed.
- Shall be able to supervise all areas within the Food and Beverage, with specific focus on the lounge and beverage service.
- Shall do performance appraisals as requested by Hospitality Director.
- Shall be able to oversee Banquet Bar set-ups and schedule staff accordingly.
- Shall do disciplining of staff.
- Shall be responsible in concert with Hospitality Director for selecting for hire, training, and separations.
- Shall be responsible for over seeing on-shift training, scheduling, and overall supervision of all shift personnel.
- Will do departmental orientation of all new employees and monitor their training and feedback sessions.
- Shall post all new schedules for each week, after they are approved.
- Shall check Open Report frequently during shift.
- Shall be familiar with emergency programming procedures to keep POS System online.
- Shall maintain all required records and reports.
- Shall have pre-shift meetings and post information.
- Shall coordinate activities with Food & Beverage Manager.
- 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 enforce and comply with all Federal, State, Local laws and Internal Controls relating to the Dining Room operations.
- Shall make sure all aspects of the Kitchen and Dining Room opening and closing duties are completed.
- Will make sure all paperwork is turned into the Food & Beverage office including Tip slips, Room Service paperwork, shift exchanges.



Menominee Casino Resort

- Shall record all schedule changes on the posted schedules and turn them into the Food & Beverage office at the end of Saturday Night.
- Shall control and monitor all labor costs on each shift and help with approving time in the MCR Time and Attendance program.
- Shall create Supervisor Reports for each shift to inform and recap how the shift went that they worked. Use the pass down log to communicate information to other Supervisors and the staff.
- Ensure all duties are completed by the staff before they leave.
- Shall perform any other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Responsible for the daily shift operation of the lounge and beverage service
- Responsible for ensuring proper coverage for all shifts to ensure guest service.
- Directly supervises all service employees on assigned shift.
- Directly supervises all kitchen employees on assigned shift in the absence of Chef, Sous Chef, Kitchen Supervisor.

Carries out supervisory responsibilities in accordance with the organization's policies 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. Shall have at least six (6) months proven abilities on the current staff and/or previous food & beverage experience and proven abilities, which may include management/supervision experience. Must deal with various situations in a positive manner and shall possess the ability to react quickly to stressful situations without losing composure. 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. Preference given to qualified Menominee or other Native American Applicants. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School diploma or GED required. Associate's degree in hospitality or related field preferred. ServSafe certification required within 90 days. TIPS training required within 90 days. Wisconsin bartender's license required within 90 days. One to two years food service supervisory experience preferred.

SPECIAL QUALIFICATIONS:

- Strong knowledge of beer, liquor, and wine ordering, storing, inventory, requisitions, and proper placement in bars.
- Strong interpersonal and communication skills required.



Menominee Casino Resort

- Must have computer skills and can use Microsoft Office Products, including Outlook, Word, and Excel.

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, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding 2 years.

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 organization.

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.

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.

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 50 lbs. on a regular basis and up to 100 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.



Menominee Casino Resort

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 casino floor, the noise level increases to loud.