



Creek Indian Enterprises Development Authority Job Description

Manager of 24 hr. Diner

The Restaurant Manager is responsible for meeting or exceeding customer expectations and the overall success of the 24 hr. Diner, Deli, and other food services offered by the Creek Travel Plaza.

CIEDA Purpose

We secure our Tribe's future by optimizing returns on funds and natural resources entrusted to us by the Council. We empower talented leaders to focus their energy and build profitable organizations by adding value with our capital and management expertise to high potential business ventures. This creates opportunities for our Tribe and generates wealth thereby leaving a legacy.

Reporting Relationship

The 24 hr. Diner Manager Restaurant Manager will report directly to the Travel Center General Manager.

Duties and Responsibilities

- Directly responsible for daily operations in both the kitchen and front of the house.
- Maintain established cost and quality standards to ensure superior service and maximize profits.
- Coach/Train staff to perform at a level that meets or exceeds CIEDA and customer expectations.
- Order and receive all food products, beverages, and supplies daily.
- Works to provide a safe work environment for both Front and Back of the House staff utilizing Hazard Analysis of Critical Control Points (HACCP) or Serve Safe guidelines and practices.
- Implement internal and external revenue generating programs that provide maximum price value to the guests.
- Assist CIEDA management team in budget planning and forecasting to maximize revenues from restaurant.
- Implement established cost control systems that meet budgeted objectives.
- Implement timely Q/A audit procedures to ensure the highest standards of housekeeping and maintenance.
- Produce cost effective specials, considering such factors as seasonal availability of ingredients and the likely number of customers.
- Check the quantity and quality of received products to ensure they meet established standards and specifications.
- Determine production schedules and staff requirements necessary to ensure timely delivery of services.
- Use CIEDA Policies and Procedures to review and interview potential applicants for restaurant employment.
- Ability to obtain and maintain all certifications and/or licensing pertaining to the restaurant.
- Perform other duties as assigned.

Qualifications

- High School Diploma or GED required. Four (4) years of verifiable related employment experience in the hospitality field or a combination of education and verifiable related employment experience preferred.
- A minimum of four (4) years supervisory experience is required.
- Working knowledge of inventory and cost control.
- Strong knowledge of food preparation process, including ability to cook both short order and daily specials menu.
- Excellent multi-tasking, communication, supervisory, and organizational skills.
- Computer skills in word processing and spread sheet a plus.
- Ability to work in stressful situations while dealing with guests and staff.
- Understanding of Hazard Analysis of Critical Control Points (HACCP) or Serve Safe guidelines and practices.
- Strong desire for success as well as advancement by showing a passion for the restaurant business in general.
- Willing to work odd and irregular hours.
- Must be able to lift 40 lbs without injury to self.
- Must possess a valid state driver's license.
- Ability to comply with all other requirements as specified within the management level CIEDA Personnel Policies and Procedures.

Preference Shall Be Given to Qualified American Indians

CIEDA COO _____

DATE _____