



Menominee Casino Resort

1st Posting

Position Inventory Control Steward

Job Status Part-Time

Minimum Age 21

Wage \$15.65

Date Posted Wednesday, January 12, 2022 8:00:00 AM

Date Closed Friday, January 14, 2022 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

Responsible for the timely entry of all invoices, transfers, credits and debits to ensure accurate inventory controls. Receives and properly stores stock. Places orders with purveyors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains invoices and transfers in an accurate filing system.
- Participates in month end inventories, reviews tally sheets to ensure that they have been entered correctly.
- Assists Managers and Chefs in tracking invoices and transfers.
- Responsible for the daily inspection of all food and beverage products to insure that they meet Company specifications.
- Works with the receiving department during delivery to verify quantities and quality of food and beverage items invoiced.
- Putting away stock coming in from vendors.
- Rotating and dating all new stock.
- Keeping all storage areas organized and clean.
- Follows proper procedures for processing invoices.
- Acts as a liaison between distributors the receiving department and the, Chefs, and Cooks to be able to convey any problems encountered on a daily basis.
- Required to enter all received food and beverage invoices the system daily to maintain accurate inventory controls.
- Participates in month end inventories, works with Chefs and Managers to verify that inventories have been entered correctly.
- Does product research for new items and conveys information to Chefs and Manager.
- Does price comparisons with purveyors for product.
- Maintains databases and updates cost as needed.
- Responsible for maintaining a consistent, regular attendance record.
- Maintains the inventory control system by entering all orders, updating all processes and inventory items. Uses Materials Control as our Inventory Control System.
- Maintains sanitation standards as outlined by the Department of Health (i.e. HACCP, SERVE SAFE. Etc.)
- Shall work with the Food & Beverage Manager and Chef with vendors negotiating prices and bring in the best products possible for the best price.
- Shall maintain a check book system to control all expenses on a monthly basis. Works with the Food & Beverage Manager and Chef in controlling monthly expenses.
- Shall help cover call outs in the kitchen in the Chef's absence.
- Shall work with our Chemical Company to make sure our dish machine and chemical distribution systems are in good working order, and we stay within cost guidelines.
- Shall perform any other duties as assigned.

SUPERVISORY RESPONSIBILITIES

QUALIFICATION REQUIREMENTS

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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. Must deal with various situations in a positive manner, and shall possess the ability to react quickly to stressful situations without losing his/her 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.

EDUCATION and/or EXPERIENCE

Must have a High School Diploma or its Equivalent. Associates degree in business management or related field required. One-year food and beverage experience required. Shall have demonstrated a proven work record in previous position(s).

SPECIAL QUALIFICATIONS

Strong organizational and interpersonal skills required.
Must have a valid Wisconsin driver's license with a good record.
Serv Safe certificate within 90 days of employment.
Must have computer skills and can use Windows 2003/07 and Microsoft Excel.

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 instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. 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.

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 loud.