



## JOB POSTING

TITLE: Assistant Kitchen Manager  
DEPT: Kitchen  
PAY: \$35,568/YR (C)

### JOB SUMMARY

**RED RIVER** – Supervises, coordinates, and directs activities of cooks and other kitchen personnel engaged in preparing and cooking foods in the restaurants during assigned shift. Also engages in the preparation of food items.

### MINIMUM QUALIFICATIONS

**REQUIRED** - High school diploma or GED required | At least 21 years of age | 2 year culinary degree and 2 years kitchen production experience | OR | 4 years kitchen production experience | 2 years kitchen lead/supervisory | Demonstrable knowledge of classical and volume cooking techniques, recipes and proper kitchen procedures | Basic knowledge of culinary basics including, recipes, production methods, ordering, receiving, and tracking | Certification in ServSafe food safety program or equivalent (90 days to acquire)

**ESSENTIAL DUTIES** – All Team Members must embrace and deliver Kiowa’s Guest Service Standards to every Guest on every shift, as outlined in Orientation, the Team Member Handbook, Standard Operating Procedures (SOPs), and any other related training | Consistently ensures an exceptional level of service and satisfaction is achieved throughout the property, exceeding the expectations of external and internal Guests alike in a timely and effective manner | Assists Kitchen Manager in estimating food consumption, and requisitioning foodstuffs | Receives and examines foodstuffs and supply deliveries to ensure quality and quantity meet established standards and specifications | Maintains all food preparation, sanitary, and safety standards in kitchen at all times, and ensures Team Members maintain these standards as well | Supervises personnel engaged in preparing, cooking, and serving meats, sauces, vegetables, soups, and other foods to ensure quality | Cooks or otherwise prepares food according to recipes, when necessary | Monitors cooking techniques used by staff in order to minimize waste and maximize quality and palatability | Cuts, trims, and bones meats and poultry for cooking to ensure quality cuts and appropriate use of kitchen food resources | Portions cooked foods, or gives instructions to workers as to size of portions and methods of garnishing | Assists Kitchen Manager in charge of the design of menus | Assists Kitchen Manager with budgetary constraints and cost controls on kitchen resources | Oversees inspections of kitchen and work areas | Attends meetings as required | Writes menus, analyzes recipes, and pre and post costs consumption specific to required reports | Adheres to all regulatory, departmental, and casino policies and procedures, and to the Minimum Internal Control Standards (MICS) | Assists with hiring, retaining, promoting, performance evaluations, training, disciplining, and terminating employee with concurrence of the Department Manager, Department Director, Chief Operating Officer/General Manager, and the Director of Human Resources | Must adhere to the safety rules and regulations of the Kiowa Casinos and of the Food and Beverage department | All other duties as assigned | Must adhere to departmental, organizational, state, and federal safety rules and regulations, applicable processes for safe operation, appropriate Personal Protective Equipment, in addition to any/all related controls for personal welfare and the safety of others

### IMPORTANT NOTES

1) This announcement describes an open position at Kiowa Casino & Hotel, as of the posting date listed below. To be eligible to apply, current Team Members must have performed competently for at least 6 months in their current position. In addition, Team Members receiving corrective action within the previous 6 months may not be eligible for transfer. If you are interested in any posted position, please contact HR for a complete copy of the job description and an application or an internal application, if you are currently employed by Kiowa. 2) Native American Preference will apply in accordance with Tribal policies. All applicants must be able to work any shift, holidays, and weekends as scheduled. Current Team Members are also encouraged to submit an updated resume with their internal application. All Team Members must submit an internal application for each interested position. For example, if you have applied for a Floor Supervisor position and one week later Floor Supervisor is posted again, you must fill out another internal application.

STATUS: 1 F/T | POSTED: 03/20/23 | REMOVE: When Filled



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