



**POSTED: December 8<sup>th</sup>, 2025      DEADLINE: Until Filled**

### **JOB DESCRIPTION**

**POSITION:** Executive Chef

**DEPARTMENT:** Food and Beverage

**SUPERVISOR:** Food and Beverage Director

**LOCATION:** Casino Resort and Event Center

**EMPLOYMENT:** Full-Time

**PAY RATE:** \$55,000 - \$65,000 (Non-Exempt) D.O.E.

**LICESNSE STATUS:** Non-Key-Employee

### **DESCRIPTION:**

Lead, coach, teach, supervise, coordinate and schedule all back of the house Food & Beverage service and production personnel to provide quality and consistent products to external and internal guests. Work with Food and Beverage Director to develop menus for all outlets. Set kitchen standards, operation procedures, recipes, and production expectations. Provide directions to the Kitchen Manager to produce and provide those resources to all back-of-house staff. Direct and assist F&B Administrative Controller with weekly and monthly inventory counts and all ordering of food items for production needs.

### **RESPONSIBILITIES:**

- Monitor staff working hours, clock ins and outs, any overtime. Ensure time accuracy for all back-of-house team members
- Cover all shifts needed for prep cook, line cook, event cook, etc. when business needs are required or requested by the Food & Beverage Director.
- Ensure the kitchen meets the highest level of cleanliness and sanitation as required by Casino standards and under State, Federal, and Tribal regulations as they apply.
- Sole decision maker for the kitchen when Food & Beverage Director is unavailable.
- Maintain professional relationships with vendors to focus on cost-savings and quality with ordering.
- Assess inventory and purchases inventory as required.
- Works with Human Resources and Food & Beverage Director to assess staffing needs, disciplinary concerns, follow up on safety incidents, and all other tasks as they relate to employees, staffing, and HR-related matters.
- Responsible for interviewing, hiring, and training team members; planning, assigning, and directing work, appraising performance; rewarding and coaching team members; addressing complaints and resolving problems.

- Identify and resolve problems in a timely manner with a focus on alternative solutions.
  - Communicate changes effectively while preparing and supporting those affected by change.
  - Available to staff always while providing positive regular performance feedback, assisting in developing skills and encouraging growth.
  - Improve processes, products, and services through innovative ideas.
  - Write routine reports and correspondence.
  - Assist in the development of policies and procedures. Responsible for enforcing all rules, regulations, policies, and procedures set by the Casino Resort.
  - Meets with professional staff, guests, or client groups to resolve menu inconsistencies or to plan menus for special occasions.
  - Assists to plan, develop, change, test, and standardize recipes to increase efficiency, and quality of servings prepared.
  - Primary person responsible for ordering food, supplies, and equipment.
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- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Food & Beverage Department Policy and Procedure Manual.
  - Provide excellent guest service to guests, internal and external, through active guest engagement and a positive attitude.
  - All employees must be flexible and assume other responsibilities and tasks as assigned by management and as management deems necessary; this means fulfilling all other job duties as assigned.
  - Flexible with scheduling of shifts and willing to work nights, weekends, and holidays.
  - To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.

### **MINIMUM REQUIRED QUALIFICATIONS**

- High School Diploma or GED.
- 10+ years of experience in the hospitality service industry.
- 5+ years of experience in kitchen preparation, cooking, and baking.
- 5+ years of experience in business management or supervisory roles.
- Knowledge of Point of Sale (POS) software.
- Ability to communicate effectively both oral and written.
- Ability to work independently or with a group.
- Ability to use basic computer skills for input and retrieval of work processes and event details.
- Strong attention to detail and accuracy with strong organizational skills.
- Basic math and reading skills to accurately adhere to recipes and measurements.
- ServSafe certified or be able to be ServSafe certified within first (90) days of employment.
- Must pass background checks and other pre-employment screenings.

### **PREFERRED QUALIFICATIONS**

- 10+ years of experience or education in business management/supervisory or a combination of skills/education.
- 7+ years of experience in kitchen preparation, cooking, and baking.
- 5+ year experience in a casino setting.

## **PHYSICAL REQUIREMENTS**

- Ability to stand and walk for extended periods of time – up to 90% of full shift.
- Ability to reach, bend, stoop, and lift to 40 pounds.
- Ability to adhere to high standards of personal hygiene and grooming habits.
- Ability to work in an environment with smoke and loud noise.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position if required.*

## **PREFERENCE FOR HIRING:**

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

**Date Approved by LVD Gaming Commission:**

**Date of Approval by the Public Enterprise Finance Commission (PEFC): Approved September 30, 2025**

**Northern Waters Casino Resort**

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**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_