



# Quileute Tribal Council

• QUILUTE INDIAN TRIBE •

*Human Resources Department*

PO Box 279 La Push, WA 98350  
(360) 374-4367 Fax (360) 374-4368



**Position:** Restaurant Manager  
**Supervisor:** Enterprise Director  
**Salary:** DOQ/E  
**Location:** La Push, WA  
**Closes:** until filled

## **JOB SUMMARY:**

Manage the "Rivers Edge Restaurant" operated by the Quileute Enterprise Management Systems. Accomplishes resource objectives by recruiting, selecting, training, scheduling, monitoring, establishing compensation, reviewing job performance and enforcing policies and procedures.

- Manages operational objectives by contributing information and recommendations to strategic plans, prepare action plans, ensure adequate staffing, training, scheduling, implementing productivity, quality, and customer service standards. Installing corrective measures.
- Manage restaurant to obtain financial objectives; preparing budgets, revenue projections, ordering, expenditures, analyzing variances, initiating corrective action.
- Plans and designs menus by consulting with staff; estimates food costs and profit expectations.
- Monitor associated cost with portion control, minimizing waste, and ensuring quality.
- Publicizes the restaurant by designing and placing advertisements; establish catering services abilities for profit and encouraging businesses to hold social events.
- Maintain a healthy environment by enforcing sanitation standards and procedures; complying with regulations, keeping area clean, safe and secure.
- Enhances department and organization by exploring opportunities for added value

## **SKILLS/QUALIFICATIONS:**

Experienced, Self-Motivated, Planning, Budgeting, Goal Oriented, Objective Achiever, Multi-Tasking, Communication, Conflict Resolution, Safety Minded. Must have a High School Diploma or GED plus five years of management experience.

Must have a current food handler's card, must retain a WA Driver's License and pass a criminal background check.

## **SPECIAL REQUIREMENTS:**

Must pass a criminal history background check. Must have and retain a valid Washington State Driver's License. Must adhere to Personnel Policies and Drug and Alcohol Policies. All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Enterprise.

The statements contained herein reflect details as necessary to describe the principle functions of this job, level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements

Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Must have work ethics and daily attendance is a must.

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Must adhere to Personnel Policies and Drug and Alcohol Policies. Must submit to and clear a pre-employment alcohol and drug test and criminal background check.

**Please submit a resume, cover letter and the Quileute Tribe application to the address listed below. Incomplete applications will not be considered. Applications can be obtained at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)**

The Quileute Tribe  
Ms. Gina Gonzales-Leva, HR  
Director Department of Human  
Resources  
P.O. Box 279  
La Push, Washington  
98350

**Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives.**

**Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in the selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant or other Native American or Alaskan Native.**