



QUILEUTE TRIBAL ENTERPRISES

HUMAN RESOURCES DEPT.

P.O. Box 67, La Push, WA 98350

(360) 640-5613

Position: Seasonal Restaurant Manager (May 1st to October 1st)

Supervisor: Enterprise Director

Salary: DOE/Q (Depending on Experience/Qualifications)

Housing: Provided (if available)

Location: La Push, WA

Closes: Until Filled

Job Summary:

We are looking for a motivated and experienced **Seasonal Restaurant Manager** to oversee the daily operations of the **River's Edge Restaurant** in one of the most scenic locations on the Washington Coast. This is a seasonal role running from **May 1st to October 1st**. The ideal candidate will have a strong culinary background, exceptional leadership abilities, and a passion for delivering outstanding dining experiences.

As the **Seasonal Restaurant Manager**, you will manage all aspects of restaurant operations, including food ordering, scheduling, training, and menu development. Your leadership will drive the restaurant's financial success while ensuring a high standard of food quality and customer service.

Key Responsibilities:

- **Operational Management:** Supervise all restaurant operations, including inventory management, food ordering, staff scheduling, and training.
- **Financial Oversight:** Meet financial targets, including maintaining a 30% food cost and meeting labor goals (TBD). Implement strategies to achieve or exceed budgeted financial performance.
- **Menu Creation & Pricing:** Collaborate with the team to design and plan menus, including cost sheets, portion control, and pricing adjustments to meet financial objectives.
- **Consistency & Presentation:** Ensure consistency in food preparation and presentation by creating detailed specification sheets for every menu item, complete with images.
- **Inventory & Ordering:** Manage food and product ordering, ensuring proper inventory levels and timely replenishment.

- **Quality Control:** Monitor food quality, temperature logs, prep lists, and check-off lists to maintain high standards.
- **Sanitation & Safety:** Enforce sanitation standards and comply with health regulations to ensure a clean, safe, and secure environment.
- **Administrative Duties:** Handle administrative tasks, including scheduling, payroll management, and record keeping.
- **Team Leadership:** Lead, train, and motivate staff to foster a positive, professional, and collaborative work environment.
- **Customer Service:** Maintain a high level of customer satisfaction through professional interactions with both employees and guests.
- **Additional Duties:** Assist with other tasks as assigned by the Enterprise Director.
- **Workplace Culture:** Promote a “no drama” workplace environment, upholding professionalism and high personal standards.

Qualifications:

- **Experience:** Hospitality Management degree preferred, or 3+ years of experience in restaurant management.
- **Culinary Skills:** Strong knowledge of culinary principles, techniques, and knife skills.
- **Problem-Solving:** Ability to quickly address and resolve operational challenges.
- **Flexibility:** Comfortable working in various restaurant roles in a fast-paced, high-volume environment.
- **Leadership:** Proven ability to lead a team, delegate tasks, and achieve operational goals.
- **Menu & Budget Management:** Experience in menu design, budgeting, and cost control.
- **Ordering Systems:** Familiarity with Sysco ordering guides and supply chain management.
- **Technology:** Proficient in Microsoft Office Suite (Word, Excel) and, preferably, LightSpeed.
- **Communication:** Strong written and verbal communication skills with excellent leadership capabilities.
- **Industry Awareness:** Knowledge of current culinary trends and best practices.
- **Food Safety:** Knowledge of Washington State food safety regulations with a current food handler’s card.

General Information:

This job description outlines the principal functions and scope of the position, but it is not intended to be an exhaustive list of all tasks. Employees may be assigned additional duties as needed, including work in other functional areas during peak periods or to cover for absences.

Special Requirements:

- A valid Washington State Driver’s License is required. Please include a copy with your job application.

- Applicants must pass a criminal background check, drug and alcohol screening, and reference check.
- Compliance with Enterprise Drug and Alcohol Policies is mandatory.

Indian Preference:

Indian Preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant, followed by other Native Americans and Alaska Natives. All hiring practices will be conducted in accordance with the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473), and there will be no discrimination based on race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY: Send the Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: cynthia.barajas@quileutetribe.com

-OR-

**The Quileute Tribal Enterprise
Human Resources Department
P.O. Box 67
La Push, Washington 98350**

Ensure your application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, if applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.