



13767W County Road B  
Hayward, WI 54843

## Job Posting

Job Title: Kitchen Supervisor  
Department: Food Services  
Reports to: Food & Beverage Manager  
Starting Rate: \$20.50 - \$24.60  
Position Type: Key  
Opening Date: 04/06/2026  
Closing Date: Until filled

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**Basic purpose or function:** Provide the highest level of food quality and presentation in the Buffet and Wigwam Restaurant while providing leadership to kitchen staff in a non-violent work environment.

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### **Job Duties:**

- Lead kitchen team in the preparation and execution of all menu items, including those for special events; display a mastery of knowledge and skills necessary to prepare and execute a full menu.
- Ensure staff is consistently following standardized recipes and procedures, report to work in complete uniform, following proper sanitation techniques including labeling and rotating food storage.
- Maintain cleanliness and organization of all areas of the restaurant by following up with team members to ensure cleaning checklists are being followed, dishes are being washed promptly, trash is being removed, bathrooms are checked and cleaned consistently, kitchen equipment is properly cleaned, and detailed cleaning occurs as necessary
- Monitor, encourage, teach and direct all back of house staff while eliminating excessive use of time and using proper communication while handling concerns.
- Handle guest complaints and be knowledgeable of front of the house procedures including signing off on voided checks.
- Maintains proper food par levels and uses prep sheets to prepare correct levels of food; assists management in completing inventory, as well as the inputting and reconciliation of food and produce orders
- Monitors food waste and inventory and resolves food quality issues
- Maintains and manages food costs within the restaurant; if issues arise, it helps to troubleshoot the problem and come up with a solution
- Complete all requests from the Food & Beverage Manager.
- Interview, hire, train, coach, schedule, evaluate, and hold team members accountable as necessary, following the procedures of the HR Department
- Follow all policies and procedures of the Sevenwinds Casino, Lodge & Conference Center.

### **Job Qualifications:**

- High School Diploma or equivalent.
- Prior supervisory experience and has proven leadership qualities.
- Minimum of 18 years of age.
- Strong guest service experience with direct guest interface.
- Must be knowledgeable in MS Office, Excel, & Outlook
- Prior money handling experience and basic math skills a must.
- Must be able to stand for long periods of time.
- Must be able to lift 50lbs or more.
- Must be dependable, organized, detail orientated, and accurate.
- Present a clean, neat, and professional image.
- Must be able to work a flexible schedule if needed.
- Excellent oral communication and written communication skills.
- Must complete Title "31" training.

**Native American preference applies to all candidates for this position.**

Apply online at:

[www.sevenwindscasino.com](http://www.sevenwindscasino.com)

Our Team

If you are unable to apply online, submit information to:

Sevenwinds Casino, Lodge & Conference Center  
Human Resource Department

13767W County Road B  
Hayward, WI 54843

Tina Coss, Human Resources Director  
715-634-5643 Ext. 6107

or

Tamara Christman, Training Specialist  
715-634-5643 Ext. 6121