

## **Restaurant Coordinator**

Korczak's Heritage, Inc. at Crazy Horse Memorial Foundation® in the Black Hills of South Dakota seeks a highly motivated, detail-oriented, organized Restaurant Coordinator to assist the Vice President of Korczak's Heritage, Inc. with the overall operations of Laughing Water Restaurant and Snack Shop including but not limited to hiring and training of all restaurant staff, maintaining a high level of quality food and service, controlling costs, and limiting waste and ensure compliance with all health and safety regulations.

The Restaurant coordinator will report to the VP of Korczak's Heritage, Inc. and will work closely with the Events Liaison and the Officer's of Korczak's Heritage, Inc. and work closely with the staff at Laughing Water Restaurant and consistently providing feedback to the Vice President.

A High School Diploma or equivalent is required, a bachelor's degree in business, Marketing, Tourism, or Hospitality is preferred. A broad knowledge of the food and beverage industry, and event management. Exceptional oral and written communication skills are required with the ability to prepare clear and concise reports. Experience with Point-of-Sale System, TOAST, and Shopify preferred. The successful candidate will have strong organizational, interpersonal, leadership, motivational and communication skills along with compliance with state and federal employment laws. Experience in restaurant financial operations helpful. The benefits offered for this position include Medical, Dental, and Vision benefits, paid time off, paid holidays, retirement plan, and others.

Applicants may apply online at <https://crazyhorsememorial.org/dream/employment/open-positions/> or submit a cover letter describing their interest in the position and how they meet qualifications, a resume and three professional references to:

Chaela Holmes, Human Resources Assistant

[chaela.holmes@korczaksheritage.com](mailto:chaela.holmes@korczaksheritage.com)