

## SENECA-CAYUGA NATION

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### VACANCY ANNOUNCEMENT

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The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, before applicants are solicited from outside the Tribe, consideration shall be given to upgrading the existing staff according to the Tribe's Career Development Program. Applications will be received from prospective employees concurrently. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at [www.sctribe.com](http://www.sctribe.com). Resumes with completed applications may be submitted to Human Resources or online to [clewis@sctribe.com](mailto:clewis@sctribe.com).  
Posted 10/22/2025 . Position Closes 11/5/2025.

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**Position Title:** Flint Fire Mercantile F&B Leader

**Department:** Flint Fire Retail Operations

**Immediate Supervisor:** Store Manager

**Position Supervised:** Food Service Workers

**General Statement of Responsibility:** The Mercantile Food & Beverage Leader is responsible for managing all aspects of food and beverage operations within the Mercantile Store setting. This includes supervising food prep areas, ensuring health and safety compliance, managing inventory and vendors, leading staff, and providing excellent customer service. This role ensures a clean, safe, and profitable food service experience for customers, while aligning operations with organizational goals and maintain compliance with food handling/service regulations.

**Specific Areas of Responsibility:**

- Directs and supervises all food preparation, cooking, and presentation to ensure consistency and adherence to recipes and quality standards.
- Develop new menu items or specials in collaboration with the Store Manager, considering customer preferences and cost-effectiveness.
- Ensures food is prepared and served in a timely manner, especially during peak hours.
- Manage inventory of all food ingredients, beverages, and food service supplies (e.g., cups, plates, napkins, condiments).
  - Minimizes waste and spoilage
  - Conducts regular inventory counts for food items.
- Ensures strict adherence to all food safety regulations and health codes.
- Assists the Store Manager in hiring & scheduling food service staff
- Oversee training for food service employees on recipes, food preparation techniques, equipment operation, and food safety protocols.
- Ensures a high level of customer service for all food orders.
- Handles customer feedback and complaints related to food quality or service promptly and professionally.
- Other duties as assigned.

**Qualifications and Requirements:**

- High school diploma or GED required; degree in hospitality, business, or related field preferred.
- Minimum 2–3 years of experience in food service or convenience store management.
- ServSafe certification (or ability to obtain upon hire) required.
- Knowledge of local, state, and federal food handling laws and guidelines.
- Experience with POS systems, food cost tracking, and inventory software.
- Strong leadership, communication, and organizational skills.
- Ability to work flexible hours, including nights, weekends, and holidays.
- Obtain and maintain a liquor license.
- Must be able to pass a background check and drug test.

**PHYSICAL REQUIREMENTS:**

- Ability to work in hot or cold conditions depending on kitchen or cooler environment.
- Ability to stand for extended periods and work in a kitchen/retail environment.
- Must be able to lift up to 50 pounds and perform frequent bending, reaching, and stooping.

**Tribal/Indian preference will be observed in the filling of this position.**