

Baraga Property

16449 Michigan Avenue
Baraga, MI 49908
906-353-6623 x4145
Fax: 906-353-8786

**Marquette Property**

105 Acre Trail
Marquette, MI 49855
906-249-4200 x204
Fax: 906-249-9610

Human Resource Office**OJIBWA CASINOS POSITION DESCRIPTION**

JOB TITLE: Bartender/Cook (Waitress)
Part time

DEPARTMENT: Lanes/Lounge

LOCATION: Baraga

SUPERVISOR: Head Bartender

WAGE: Grade 2, +Tips
MIN. \$ 8.61 MAX. \$ 10.17

CLOSING DATE: **Ongoing**

Applicants will be placed in a pool and notified as positions become available.

The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

APPLICATIONS/RESUMES MUST BE SUBMITTED TO:

HUMAN RESOURCE DEPARTMENT
16449 BEARTOWN ROAD
BARAGA, MI. 49908

QUALIFICATIONS/REQUIREMENTS:

- High School Diploma, GED or High School Certificate of Completion is necessary (Waived for those 62 years of age and above and meet the requirements for the position). This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director/Manager and Human Resources Director).
1. Must be 18 years of age or older.
 2. Must be willing to work nights, weekends and holidays.
 3. A strong customer focus is crucial.
 4. Knowledge and ability to effectively use cash register and bar equipment is required (liquor/juice/soda guns, cutting boards, ice machines, shot glasses, mixers, pourers, knives, coffee machine and other necessary equipment).
 5. Basic knowledge of food preparation, sanitary and kitchen maintenance techniques is essential.
 6. Ability to communicate in a clear, concise manner is essential.
 7. Must possess excellent interpersonal and communication skills. Excellent customer/employee relation skills are required. The individual must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and mature judgment.

8. Must possess the ability to present change correctly and have knowledge of guest charge procedures.
9. Must be willing and able to obtain additional education and training as needed.

POSITION SUMMARY: This position is responsible for providing fast, friendly, courteous, excellent service to every customer who approaches the bar, while preparing and pouring drinks for customers and beverage servers. Ensure that preparation of food orders is done in a quick, timely and appetizing manner. A strong customer focus is crucial. This non-exempt position works swing shifts as assigned to include nights, weekends and holidays in the Lanes/Lounge. Applicants may be placed in a pool after interviews and contacted as positions become available.

DUTIES AND RESPONSIBILITIES:

1. Sells, prepares and serves drinks and assorted grill food with proper portions and ingredients, responsibly.
2. Operates a cash register, handling all beverage/food sale transactions, collecting money and returning change.
3. Maintain security of all bar supplies and beverages.
4. Maintains respect control over guests at all times. Through training and knowledge of Techniques of Alcohol Management (TAM) is essential. Check identification of patrons as needed.
5. Keeps the bar area well stocked and ready for guests at all times. Tap draft beer kegs as necessary.
6. Collects bank from the Cage.
7. Sets up bar. Fills sinks with ice, gets fruits and vegetables prepared for drinks. Prepares drink mixes and garnishes for drinks.
8. Before the shift ends, coolers must be filled, supplies stocked and everything is readied for the next shift. Be sure that beer is rotated periodically.
9. Glasses, mats, shelves, liquor bottles, bar, counters, etc. must be kept clean at all times.
10. Prepare/place fruits, glasses, linen, etc. in their respective places.
11. Keeps ice bins filled, washes glasses, cleans ashtrays, and clears debris from the bar.
12. Responsible for fast and clean preparation and serving of all menu items.
13. Ensure food orders are quality prepared and uniformly/consistently served.
14. Controls food production to include: proper cooking methods, cooking time and temperature and ensuring proper sanitation in handling food.
15. Prepare for rush periods of work without falling behind—working quickly while keeping errors to a minimum.
16. A desire to serve our guests and other staff members in a friendly, helpful and courteous manner. Practice superior customer service skills at all times to include, but not limit to, addressing customer and employee needs courteously and promptly. Deals with difficult customers with resiliency/flexibility.
17. Performs all other job related duties as assigned by their supervisor.
18. Must comply with Employee Health & Personal Hygiene Procedures.

PHYSICAL REQUIREMENTS:

1. Must be physically mobile and have the ability to stand for long periods of time, walk continuously and sit, bend/stoop, carry and lift up to fifty (50) pounds while stocking beverages or changing equipment.
2. Must be able to tolerate secondary smoke.
3. Employee must pass a pre-employment physical and drug screen. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.

This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.