

Baraga Property

16449 Michigan Avenue
Baraga, MI 49908
906-353-6623 x4120
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: Casino Bartender
Part time

LOCATION: Baraga/Marquette

WAGE: Grade 2 + Tips
Min-\$8.61, max-\$10.17

DEPARTMENT: Casino Bar

SUPERVISOR: Bar Supervisor

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 MICHIGAN AVENUE
BARAGA, MI. 49908**

Or:

**HUMAN RESOURCES
105 ACRE TRAIL
MARQUETTE, MI. 49855**

QUALIFICATIONS/REQUIREMENTS:

- o High School Diploma, GED or a High School Certificate of Completion is necessary (Waived for those 62 years of age and above and meet all the qualifications in the job description). 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. Ability to communicate in a clear concise manner is essential.
 4. Excellent customer/employee relation skills are required.
 5. Ability to operate the following equipment; cash register, juice guns, cutting boards, soda guns, ice machines, shot glasses, mixers, pourers, knives, coffee machines, non-alcoholic frozen drink machines and other necessary equipment.
 6. The individual must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.
 7. Must possess the ability to present change correctly and have knowledge of guest charge procedures.
 8. Must be willing and able to obtain additional education and training as needed.

POSITION SUMMARY: This position is responsible for providing fast, friendly and courteous service to every customer, every time, while taking and serving their beverage order. A strong customer focus is crucial. This non-exempt position works swing shifts as assigned to include nights, weekends and holidays in the Casino Bar. Applicants may be placed in a pool after interviews and contacted as positions become available.

DUTIES AND RESPONSIBILITIES:

1. Sells, prepares and serves drinks with proper portions and ingredients, responsibly.
2. Operates a cash register, handling all beverage transactions, collecting money and returning change.
3. Maintains security of all bar supplies and beverages.
4. Has knowledge of all our drink recipes.
5. Has the ability to merchandise and sell all of our drinks.
6. Demonstrates to our guests a “we care” attitude and maintains respectful control over guests at all times.
7. Professional in your approach/appearance to our guests.
8. Thorough knowledge of our alcohol policy, including responsible alcohol service, while monitoring our patrons to ensure that they do not become overly intoxicated. Check identification of patrons as needed.
9. Keeps the bar area well stocked and ready for guests at all times. Tap draft beer kegs as necessary.
10. Collects bank from the Cage.
11. Sets up bar. Fills sinks with ice, prepares fruit and vegetables for drinks. Prepares drink mixes and garnishes for drinks.
12. Before the shift ends, coolers must be filled, supplies stocked and everything readied for the next shift. Ensure that beer is rotated periodically.
13. Glasses, mats, shelves, liquor bottles, bar, counters, etc. must be kept clean at all times.
14. Prepare/place fruits, glasses, linen, etc. in their respective places.
15. Keeps ice bins filled, washes glasses, cleans ashtrays and clears debris from bar.
16. Prepare for rush periods of work without falling behind—working quickly while keeping errors to a minimum.
17. 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.
18. Performs all other job related duties as assigned by their supervisor.
19. 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.
2. Ability to lift up to seventy-five (75) pounds, bend, pull and carry beverage stock to and from refrigerators and cabinets is necessary.
3. Must be able to tolerate secondary smoke.
4. 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.

Updated job description 10/15.