

**Baraga Property**  
16449 Michigan Avenue  
Baraga, MI 49908  
906-353-4188  
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:** Bar Back / Busser

**DEPARTMENT:** Food & Beverage

**LOCATION:** Marquette

**SUPERVISOR:** Food & Beverage Manager

**WAGE:** Grade 5 (Min: \$13.00/hr)  
Full-Time or Part-Time (*up to 37hrs/wk*)  
Non-Exempt Position

**CLOSING DATE:** Continuous

**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.**

**TO APPLY, PLEASE COMPLETE A KBIC ENTERPRISE APPLICATION AND SUBMIT IT TO:**

*(Applications may be obtained on the Ojibwa Casino website or from Human Resources) You may email to [hr@ojibwacasino.com](mailto:hr@ojibwacasino.com) OR*

16449 MICHIGAN AVENUE  
BARAGA, MI 49908  
49855 FAX: 906-353-8786

OR

105 ACRE TRAIL  
MARQUETTE, MI  
FAX: 906-249-9610

**POSITION SUMMARY:** This position is responsible for keeping the Food and Beverage work area organized; restocks beverage coolers, removes plates, glasses, debris, and silverware from dining tables, while following proper sanitary and cleaning procedures to maximize our guest's experience. This non-exempt position works swing shifts as assigned to include nights, weekends and holidays.

**QUALIFICATIONS/REQUIREMENTS:**

1. High School Diploma, GED or High School Certificate of Completion is preferred.
2. Must be a minimum 18 years of age.
3. Must be willing to work nights, weekends and holidays as needed/permitted.
4. The individual must maintain a positive and upbeat attitude and be able to deal with the general public and fellow employees with tact, courtesy, respect.
5. Primary duties are generally based on established procedures.

**DUTIES AND RESPONSIBILITIES:**

- Performs all duties safely and in a manner consistent with established policies and procedures.
- Organizes and restocks beverage coolers. Buses tables, including removal of plates, glasses, debris, and silverware while following proper sanitary and cleaning procedures.
- Puts away the liquor and beer deliveries that come in throughout the day.

- Reports any problems to supervisor on duty.
- Assists the bartenders and servers when requested.
- Maintains work area for effective operation and cleanliness.
- Maintains a professional appearance and positive attitude.
- Removes and properly disposes of all waste and garbage in a proper and sanitary manner as needed throughout the shift.
- Stocks all Food and Beverage areas with glasses, plates, silverware, cookware and any pertinent equipment needed for the preparation and service of all food items and functions.
- Cleans drink spills and sweeps broken glass/dishware.
- Assists guests when necessary and adheres to rules of guest service delivery.
- Assists in stock rotation and storage of delivered food and non-food supplies while checking for any damage.
- Assists in cleaning of floors at the end of shift.
- Performs all other job related duties as assigned by their supervisor.

**PHYSICAL REQUIREMENTS:**

1. Must be physically mobile/flexible and have the ability to work in tight quarters. Must be able to bend/stoop, carry and lift up to seventy-five (75) pounds as needed.
2. Must be able to tolerate varying levels of noise, dust and/or smoke.
3. Employee must pass a pre-employment background check, physical and drug screen.

*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.*