

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: Food & Beverage Server/Hostess

DEPARTMENT: Food & Beverage

LOCATION: Marquette

SUPERVISOR: Food & Beverage Lead

WAGE: Grade 1 (Min: \$5.67/hr + tips)
(*Guaranteed minimum wage \$13.00/hr*)
Full-Time / Part-Time (*up to 37 hours/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 **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 providing fast, friendly and courteous service. This position will take food and beverage orders, seat guests and process payments from guests. They will respond to customer inquiries, issue receipts and record customer suggestions.

QUALIFICATIONS/REQUIREMENTS:

1. High School Diploma, GED or High School Certificate of Completion is preferred.
2. Must be at least 18 years old.
3. Must be willing to work nights, weekends and holidays.
4. Basic math skills required.
5. Must be able to work in a fast paced environment.
6. Previous experience operating a Point of Sale system, basic cash handling and basic computer knowledge is required.
7. 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 be physically mobile and have the ability to stand for long periods of time.
9. Must be willing and able to obtain additional education and training as needed.

DUTIES AND RESPONSIBILITIES:

- Dedicated to providing superior customer service at all times to include, but not limited to, addressing guests needs/concerns courteously and promptly.
- Enters orders in POS system, take payments and serves guest.
- Responsible for bussing and cleaning tables during shift.
- Collects start up bank from Cage. Counts drawer at beginning of shift and end of shift, completes applicable paperwork.
- Works quickly while keeping errors to a minimum.
- Maintains and cleans work area throughout the shift to ensure effective operation.
- Stocks supplies throughout the shift.
- Helps achieve sales goals through product recommendations to guests.
- Provides feedback to supervisor to help improve customer experience.
- Must comply with Employee Health & Personal Hygiene Procedures.
- Communicates with supervisor and team members clearly and concisely.
- Performs all other job related duties as assigned.

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 forty (40) pounds while stocking inventory.
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. *Employees handling food will be required to have a pre-employment and annual TB Skin Test.*

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.