



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:	Bartender	DEPARTMENT:	Casino Bar / MQT Tavern
LOCATION:	Marquette	SUPERVISOR:	Food and Beverage Manager
WAGE:	Grade 3 (Min: \$8.61/hr + tips) <i>Guaranteed minimum wage \$13.00/hr - Marquette</i> Full-Time / Part-Time	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:

Human Resources Department – HR@OJIBWACASINO.COM

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

OR

105 ACRE TRAIL
MARQUETTE, MI 49855
FAX: 906-249-9610

POSITION SUMMARY: This position is responsible for providing fast, friendly and courteous service to customers while taking, preparing, pouring, and serving their beverages. Strong customer service is essential. This non-exempt position works swing shifts as assigned to include nights, weekends and holidays in the Casino Bar.

QUALIFICATIONS/REQUIREMENTS:

1. High School Diploma, GED or a High School Certificate of Completion is preferred.
2. One (1) year of prior work experience with using the following bar equipment/supplies is preferred: Point of Sale system (POS), juice/soda guns, mixers, pourers, knives, coffee machines, non-alcoholic frozen drink machines and other bar related equipment.
3. Must be at least 18 years old.
4. Must be TAMS Certified or obtain within 90 days of hire.
5. Must be willing to work flexible shifts, including nights, weekends and holidays.
6. Must be able to communicate in a clear concise manner and follow instructions.
7. Must have excellent customer/employee relation skills.
8. Must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.

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

DUTIES AND RESPONSIBILITIES:

- Sells, prepares and serves drinks with proper portions and ingredients.
- Fills sinks with ice, prepares fruit and vegetables for drinks. Prepares drink mixes and garnishes for drinks.
- Responsible for replenishing coolers, stocking of goods and other supplies.
- Operates (POS), by accurately processing all transactions; collecting money, processing credit card transactions, returning proper change, etc. Is accountable for assigned bank during assigned shift.
- Receives and returns funds to the Cage.
- Demonstrates superior customer service skills at all times to include, but not limit to, addressing guest and employee needs courteously and promptly. Deals with difficult customers with resiliency/flexibility.
- Ensures compliance of our alcohol policy, including responsible alcohol service. Checks identification of patrons as needed.
- Monitors guest consumption and respond according to TAMS or TIPS training.
- Learns, notes and retains drink recipes.
- Attends to wait staff needing service at the bar in a quick and efficient manner.
- Completes any side-work, set-up or closing duties as assigned.
- Keeps ice bins filled, washes glasses, cleans ashtrays and clears debris from bar.
- Keeps the bar area well stocked and presentable for guests at all times.
- Maintains security of all bar supplies and beverages.
- Maintains inventory control.
- Works quickly while keeping errors to a minimum.
- Complies at all times with Employee Health & Personal Hygiene Procedures.
- Performs all other job related duties as assigned by their supervisor.

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 varying levels of noise, dust and/or smoke.
4. 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.