

Spotlight 29 Casino Job Description



Job Title:	Bartender
Department:	Food & Beverage
Reports To:	Bar Manager
FLSA Status:	Non-Exempt
Prepared By:	Sharon Marshall
Prepared Date:	April 28, 2011
Approved/HR:	Theresa Mike
Approved/GM:	Tom Sedlock
Approved Date:	

SUMMARY:

Mix and serve alcoholic and nonalcoholic drinks to patrons of Spotlight 29 Casino bar, lounge and /or other locations by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement to be the premier entertainment experience in the Coachella Valley.
- Take orders from customers or Beverage Server.
- Mix ingredients such as liquor, soda, water, sugar, and bitters to prepare cocktails and other drinks. Prepare alcoholic or nonalcoholic beverages using standard recipes.
- Serve wine and draught or bottled beer.
- Collect money for drinks served and gives proper change. Enter items in point of sale system.
- Handle cash and non-cash transactions.
- Order or requisition liquors and supplies. Stock and rotate bar with liquors, beer, wine, mixers, glassware, and other items needed for service of beverages.
- Arrange bottles and glasses to make attractive display.
- Slice fruit for garnishing drinks, using proper knife handling skills.
- Replenish bar snacks such as chips, pretzels, and nuts.
- Request identification from customers when legal age is questioned.
- Replenish beverages as requested, frequently checking back with guest to inquire about satisfaction. Perform side work as directed by management.
- Perform general cleaning tasks using standard cleaning products as assigned to adhere to health

and safety standards.

- Must wear uniform during work hours, meetings and training.
- Keep all equipment thoroughly clean and notify management of any repairs needed.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS).
- Present a positive image of the Casino to its guests and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES:

This job requires no supervisory responsibilities.

EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):

- Must possess a high school diploma or equivalent.
- Associate's degree (A.A.) or equivalent from two-year College or technical school preferred.
- Six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- Must pass pre-employment and periodic random drug screens
- Must pass pre-placement physical
- Must obtain a Food Workers certificate
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is regularly required to stand; walk; use hands to finger, cut, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility
- The Casino is not a smoke-free environment.
- The employee is occasionally required to work under extreme temperature variations ranging from cold refrigeration units to extreme heat.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on a 24-hour, 7- day per week basis.

INDIAN PREFERENCE ACT:

The Twenty Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups

I have read and understand all of the elements of the above Bartender Job Description.

Signature

Date