

Baraga Property

16449 Michigan Avenue
Baraga, MI 49908
906-353-6623 x4120
Fax: 906-353-8786



Human Resource Office

TERO Director

Date

Marquette Property

105 Acre Trail
Marquette, MI 49855
906-249-4200 x204
Fax: 906-249-9610

OJIBWA CASINOS POSITION DESCRIPTION

JOB TITLE: Snack Bar Cook
Part time

LOCATION: Marquette

WAGE: Grade 2
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 RESOURCE DEPARTMENT
105 ACRE TRAIL
MARQUETTE, MI. 49855

QUALIFICATIONS/REQUIREMENTS:

- o High School Diploma, GED or High School Certificate of Completion is necessary (Waived for individuals 62 years of age and above and meet all the requirements 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. A strong customer focus is crucial.
- 4. Knowledge and ability to effectively use cash register and kitchen equipment is required. Basic knowledge of food preparation, sanitary and kitchen maintenance techniques is essential.
- 5. Ability to communicate in a clear, concise manner is essential.
- 6. 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.
- 7. Must be willing and able to obtain additional education and training as needed.

POSITION SUMMARY: This position is responsible for preparing food orders in a fast, friendly, courteous, excellent manner for every customer. Ensure that the preparation of food orders is done in a quick, timely and

appetizing manner. A strong customer focus is crucial. This non-exempt position works swing shifts as assigned to include nights, weekends and holidays in the Casino Snack Bar. Applicants may be placed in a pool after interviews and contacted as positions become available.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the fast and clean preparation and serving of all menu items.
2. Operates a cash register, handling all food sale transactions, collecting money and returning change.
3. Ensure that food orders are quality prepared and uniformly/consistently served.
4. Controls food production to include: proper cooking methods, cooking time and temperature and ensuring proper sanitation in handling food.
5. Prepare for rush periods of work without falling behind---working quickly while keeping errors to a minimum.
6. Collects bank from the Cage.
7. Keeps stock on hand and organizes orders.
8. Gets orders for meat needed/ordered to meet the day's needs.
9. Organizes the workday.
10. Is flexible with break schedules to meet guest's needs.
11. 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.
12. Performs all other job related duties as assigned by their supervisor.
13. 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, walk continuously and sit, bend/stoop, carry and lift up to thirty (30) pounds while stocking inventory.
2. Must be able to tolerate secondary smoke.
3. 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.