

## Baraga Property

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



TERO Director

Date

## 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 Waitstaff  
Part time

DEPARTMENT: Casino Bar

LOCATION: Baraga/Marquette  
(Bold indicates position location)

SUPERVISOR: Bar Supervisor

WAGE: Grade 1AAA + Tips  
Max-\$5.67, max-\$8.40

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 RESOURCES  
105 ACRE TRAIL  
MARQUETTE, MI. 49855

#### QUALIFICATIONS/REQUIREMENTS:

- 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. Strong customer focus is crucial.
- 4. Ability to communicate in a clear and concise manner is essential.
- 5. 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 maturity.
- 6. Must possess the ability to present change correctly and have knowledge of guest charge procedures.
- 7. Must be willing and able to obtain additional education and training as needed.

**POSITION SUMMARY:** This position is responsible for providing fast, friendly and courteous service to every customer, every time, while taking and serving their beverage order. This non-exempt position works swing shifts as assigned to include nights, weekends and holidays in the Casino Bar. Applicants may be placed in a pool after interviews and contacted as positions become available.

**DUTIES AND RESPONSIBILITIES:**

1. Works in an assigned area and pleasantly takes beverage order from guests on a timely basis.
2. Serves guests according to established procedures.
3. Presents checks to the guest, accepts payment and gives change when necessary.
4. Knowledge of all our drink recipes.
5. Ability to merchandise and sell all of our drinks.
6. Demonstrate to our guests a “we care” attitude.
7. Professional in your approach/appearance to our guests.
8. Thorough knowledge of our alcohol policy, including responsible alcohol service, while monitoring our patrons to ensure that they do not become overly intoxicated.
9. 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.
10. Performs all other job related duties as assigned by their supervisor.
11. 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 twenty-five (25) pounds while serving beverages.
2. The casino floor is a smoking environment and the employee 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 1/16.