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Baraga, MI 49908  
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Marquette Property  
105 Acre Trail  
Marquette, MI 49855  
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*Human Resources Office*

## OJIBWA CASINO POSITION DESCRIPTION

<b>JOB TITLE:</b>	Cook/Clerk	<b>DEPARTMENT:</b>	Snack Bar
<b>LOCATION:</b>	Marquette	<b>SUPERVISOR:</b>	Casino Bar Supervisor
<b>WAGE:</b>	Grade 4 (Min: \$11.47/hr) Part-time (up to 37 hours/wk) Non-Exempt Position	<b>CLOSING DATE:</b>	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.**

**POSITION SUMMARY:** This position is responsible for taking and preparing food orders in a fast, friendly, courteous manner for every customer. Ensures that the preparation of food orders are done in a quick, timely and appetizing manner. This position also operates the cash register and stocks supplies within the Snack Bar.

### **QUALIFICATIONS/REQUIREMENTS:**

1. High School Diploma, GED or Certificate of Completion is required. *Waived for individuals 55 years of age and above who meet the remainder of the requirements in the job description. This qualification may also be waived for individuals working 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 Department Director/Manager and HR Director.*
2. Must be 18 years of age or older.
3. Must be willing to work nights, weekends and holidays.
4. Basic knowledge of food preparation, sanitary and kitchen maintenance techniques is required.
5. Previous experience operating a cash register is preferred.
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.

## **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. Ensures that food orders are quality prepared and consistently served.
4. Controls food production to include: proper cooking methods, cooking time and temperature and ensuring proper sanitation in handling food.
5. Stocks supplies and maintains an inventory within the Snack Bar.
6. Practices superior customer service skills at all times to include, but not limit to, addressing customer and employee needs courteously and promptly.
7. Must comply with Employee Health & Personal Hygiene Procedures.
8. 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 thirty (30) pounds while stocking inventory.
2. Must be able to tolerate a smoke-filled environment.
3. Employee must pass a pre-employment background clearance, 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.*

**APPROVED**

**APPROVAL DATE: 03/11/2019**