



## *Tolowa Dee-ni' Nation/Lucky 7 Casino*

### **Position Description**

**Title:** Bartender

**Class:** Skilled

**Status:** Full Time/Part Time

**Supervisor:** Food and Beverage Manager

**Effective Date:** Revised Feb.2016

**Department:** (42) Lounge

**FLSA:** Non-Exempt

**Pay Grade:** I

**Subordinates:** None

#### **Position Summary:**

Take orders and serve customers drinks and food items from the Lounge.

#### ***Essential Duties and Responsibilities:***

- Accountability of all Liquor used.
- Keeps record of all Liquor removed from stock cabinets.
- Take customer orders for liquor sales.
- Prepare and distribute food items to customers.
- Stock and replace all food items and liquor as needed.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

#### **Minimum Qualifications:**

- High school diploma or general education degree (GED); or one to three months related experience and/or training or equivalent combination of education and experience.
- Qualified Indian Preference applies.

#### **Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### **Mathematical Skills:**

Ability to add, subtracts, multiply, and divides in all measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Capable of common sense understanding to carry out detailed written or oral instructions. Capable of dealing with problems involving a few concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to stand walk and use hands to finger, handle, or feel. The employee is occasionally required to sit, each with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 lbs.

**Vision Requirements:**

- Close Vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish colors).

**Work Environment:**

Moderate noise (examples: business office with computers and printer, light traffic. Employee is regularly exposed to cigarette smoke).

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_