



# WIN-RIVER RESORT & CASINO

## JOB DESCRIPTION

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| <b>JOB TITLE:</b>      | Food and Beverage Attendant   |
| <b>DEPARTMENT:</b>     | Food and Beverage   |
| <b>REPORTS TO:</b>     | Food and Beverage Manager   |
| <b>SALARY:</b>         | Grade 3, Entry \$11.85/hourly   |
| <b>CLASSIFICATION:</b> | Non-exempt  |
| <b>SUPERVISES:</b>     | None  |
| <b>JOB SUMMARY:</b>    | This team member prepares and serves food and beverage items to guests in assigned food and beverage outlets of the Resort & Casino |

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

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The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Assists Line Cooks when needed or in absence of Line Cooks
2. Operates fryer, pizza oven, pantry station, and flat top grill
3. Prepares food and drink orders according to recipes and specifications
4. Acts as Barista or Bartender when needed in absence of Bartender
5. Expedites the line by accurately reading and calling tickets
6. Controls portion size of menu items, as well as preparing food daily to meet pars
7. Re-stocks menu items throughout shift according to assigned pars
8. Marks, dates, covers, and rotates all perishable and non-perishable foods using First-In, First-Out (FIFO) method
9. Adjusts pre-preparation of food based on projected volume of business at different times
10. Prepares orders for other food and beverage outlets as needed
11. Transfers supplies from storage to work areas
12. Keeps storage areas clean at all times
13. Maintains workstation with cleanliness and sanitation being a priority
14. Operates point-of-sale system and makes correct change for the guest
15. Knows menu items and prices
16. Communicates with supervisors regarding restocking of food prepared in the kitchen
17. Abides by all applicable liquor regulations and Resort & Casino policies and procedures pertaining to the serving of alcoholic beverages

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18. Maintains cash bank provided by the Cage in accordance with policies and procedures
19. Performs all duties in a manner that continually supports the vision, mission, values, and principles of the Resort & Casino
20. Performs all duties in a manner that adheres to the guest service standards established by Win-River Resort & Casino's guest service program
21. Other duties as assigned by the Food and Beverage Manager

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### **EDUCATION REQUIREMENTS**

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The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position, however, higher levels of education than required will be reflected during the recruitment process:

- A High School diploma or the equivalent thereof, is preferred

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### **EXPERIENCE AND KNOWLEDGE REQUIREMENTS**

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The experience and knowledge requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position, however, higher levels of experience and knowledge than required may be reflected during the recruitment process:

- Must be twenty-one (21) years of age or older
- One (1) year of quick serve or casual dining cook experience in a similar environment is required
- Working knowledge of kitchen equipment and excellent knife skills are required
- The ability to read, understand, and prepare recipes is required
- Food Handler's card is required
- Must be a quick learner, courteous, and able to work in a fast paced environment
- Prior cash handling experience required

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### **PHYSICAL REQUIREMENTS**

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The physical requirements outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this job:

- Continuously stands
- Frequently walks, bends/stoops and reaches above/below shoulder level
- Occasionally climbs, kneels, balances, and squats
- Occasionally lifts/carries up to seventy five (75) pounds is required
- Occasionally pushes/pulls up to one hundred (100) pounds or more is required
- A sufficient level dexterity of the hands, in order to use office equipment including, but not limited to a computer keyboard, calculator, general office equipment and multi-line telephone, is required

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- The ability to transport trays of beverages and/or food items through a crowded room on a continuous basis throughout shift is required

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### **WORKING CONDITIONS**

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The working conditions outlined here are representative of those that the team member will or may be exposed to while performing the functions of this job:

- While performing the duties of this job, the team member is frequently exposed to second-hand tobacco smoke
- While performing the duties of this job, the team member is usually subject to inside environmental conditions
- While performing the duties of this job, the team member may occasionally be subject to outside environmental conditions and to wet and/or humid conditions

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### **OTHER INFORMATION**

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- Native American Preference Policy applies
- This individual must be able to meet the suitability requirements of the Redding Rancheria's Gaming Agency to obtain a gaming license
- Win-River Resort & Casino is a drug-free workplace; applicants must be able to pass a pre-employment drug screening
- This job description does not list all the duties of the job. You may be instructed by management to perform other tasks or functions
- This job description is not a contract for employment. Employment with Win-River Resort & Casino is considered "at-will"
- Must be able to comply with the Win-River Resort & Casino Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- Win-River Resort & Casino reserves the right to add, delete or modify without notice

Revised 10/8/18 kc

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