

JOB DESCRIPTION

POSITION: Bar Porter

POSTING DATE: 11/06/2017

WAGE: \$8.00 per hour (tipped)

CLOSING DATE: Until Filled

Reports directly to: Food & Beverage Supervisor **Location:** Resort Division
Table of Equivalencies Applies

Every employee of North Star Mohican Casino Resort is expected to greet and service our customers in a friendly, respectful manner and create a warm, fun atmosphere so that our customers feel welcome and enjoy visiting our establishment. North Star Mohican Casino Resort strives to provide a positive team environment where everyone contributes.

STANDARD QUALIFICATIONS:

All employees of North Star Mohican Casino Resort must meet the following qualifications.

1. Must submit to court records search/background review.
2. Must maintain an acceptable departmental attendance record.
3. Must submit and pass a pre-employment drug screening and health screening.
4. Must be able to work weekends, nights and holidays.
5. Must be at least 18 years of age.

STANDARD DUTIES:

1. Must attend all training provided by the North Star Mohican Casino Resort.
2. Must adhere to all established rules, regulations, procedures, and policies of North Star Mohican Casino Resort and the Food & Beverage Department.
3. Must participate in employee random drug testing program.
4. Must be able to work with a variety of people with diverse personalities.
5. Must attend all meetings, as assigned.
6. Must wear the approved departmental uniform.
7. Must be reliable and prompt when reporting to work.
8. Must maintain compliance with all workplace policies, procedures, ordinances, laws and other communicated expectations, including but not limited to: Employment Manual, gaming Ordinance, State Gaming Compact, Minimum Internal Controls, Department Procedures, memos and other communication from supervisory or regulatory personnel.
9. All other assigned duties.

EDUCATIONAL REQUIREMENTS:

1. High School Diploma or GED is preferred. High School Diploma or GED is required if you are 19 years old and under.

QUALIFICATIONS:

1. North Star Mohican Casino Resort is looking for a courteous and friendly individual.
2. Must possess good communication skills and possess ability to speak effectively and interact well with the customers and employees.
3. Previous customer service experience is preferred.
4. Basic knowledge of liquor products is required.
5. Must have basic math skills including addition and subtraction.
6. Must be able to work in an unusually noisy environment.
7. Must have ability to remain calm and professional in a fast-paced environment.

DUTIES:

1. Responsible for keeping the beverage service areas and refrigerating units stocked with supplies at all times.
2. Provide prompt, efficient, and courteous service to guests. Greet guests positively, treating each person as an individual and in a professional manner.
3. Maintain current knowledge of liquor products and beverage specifications. Keep informed of continually changing beverage specials and property promotions.
4. Ensure all beverage deliveries are in compliance with safety requirements.
5. Receive and stock all beverage related products. Check stock received against written requisition to ensure order is accurate.
6. Assist bartenders in maintaining adequate amounts of supplies, i.e., ice, fruit, stir sticks, napkins, matches, etc. for the beverage areas.
7. Cuts, slices and peels perishable garnishes used for drinks.
8. Maintain cleanliness of bar area, equipment, beer lockers, refrigeration, and storage areas.
9. Assist in setup for special events, as needed.
10. Removes trash from beverage service areas.
11. Maintain a safe and clean environment for guests and fellow associates.
12. Report any guest concerns or complaints to immediate supervisor for resolution.
13. Understand the goals and vision of the organization and demonstrate commitment to those goals in terms of individual and team performance.
14. Perform as a team member and assist fellow associates to ensure a smooth operation.
15. Prioritize and handle multiple tasks simultaneously.
16. Complete other duties as assigned

PHYSICAL REQUIREMENTS/WORK ENVIROMENT:

1. Constant hand movements (repetitive motions: grasping, holding, use of finger dexterity).
Required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.
2. Constant walking and standing which may include kneeling, crouching and bending.
3. Occasional pushing/pulling, lifting and/or moving up to thirty (30) pounds.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception and the ability to adjust and focus.
5. Work is generally performed in a casino setting with a higher noise level and where cigarette smoke is prevalent.
6. Work environment is **NOT** smoke, noise or dust free.

**THE STOCKBRIDGE-MUNSEE COMMUNITY OPERATES AS AN EQUAL OPPORTUNITY EMPLOYER
EXCEPT INDIAN PREFERENCE IS GIVEN IN ACCORDANCE WITH THE
TRIBAL EMPLOYMENT PREFERENCE ORDINANCE**

