

NISQUALLY RED WIND CASINO JOB DESCRIPTION

JOB TITLE: F&B FOH/Administrative Assistant Apprentice
REPORTS TO: Restaurant Manager
CASINO DEPARTMENT: F&B

RANGE: H-1 to S-3
STATUS: Non-Exempt

POSITION OBJECTIVE: Provide career positions to Nisqually Tribal Members in support of the Nisqually Indian Tribe. Provide guidance, growth opportunities, and skills to enable the advancement of the Nisqually Tribal Members in developing careers and lifelong work skills.

Our Mission: To enhance continued economic viability and quality of life for the Nisqually Indian Tribe, our Team Members, and the neighboring communities

Our Vision: Creating incredible experiences.

Our Core Values: Integrity, Communication, Accountability, Respect, Teamwork

JOB SUMMARY: This position provides an opportunity for Nisqually Tribal members to gain skills necessary for the position of Front of House Supervisor. Apprenticeship in the supervision of the F&B Department. A hands-on learning experience as a Bus Person, Host/Cashier, Wait Staff, Administrative Assistant, and Front of House Supervisor.

QUALIFICATIONS:

Required Skills and knowledge:

- Nisqually Tribal Member.
- Ability to obtain Food Handlers Permit.
- Ability to obtain a Class 12 or Class 13 Mixologist Permit.
- Willingness to study toward and earn GED or high school diploma.
- Ability to learn all aspects of the F&B Department including an administrative assistant.
- Ability to follow detailed procedures, accept guidance, and corrective actions.
- Ability to learn and use basic computer skills.
- Ability to work within time constraints and stay on task.
- Ability to learn communication skills, both verbal and written.
- Ability to work independently and use sound judgment.
- Positive guest service and teamwork skills.
- Ability to work all shifts including weekends and holidays.

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- Ability to obtain a Class II Gaming License (Ability to obtain a Class III Gaming License to participate in the FOH Supervisor training only).

PHYSICAL REQUIREMENTS:

- Ability to bend, reach, push, pull, squat, and lift to 50 pounds.
- Must be able to stand and/or walk for long periods and move from area to area in all venues.
- Must be able to maneuver through crowded areas.
- Ability to reach with hands and arms.
- Manual and finger dexterity for the operation of a personal computer and routine paperwork.
- Ability to tolerate a noisy smoke-filled environment.

ESSENTIAL FUNCTIONS OF THE JOB:

- Knowledge of departmental Guest Service Standards.
- Knowledge of casino promotions.
- Assist Front of House staff and administrative assistant in all aspects of food operations including the essential functions of the Bus Person, Host/Cashier, Wait Staff, Administrative Assistant, and Front of House Supervisor.
- Learn the operation of the front of house and administrative aspects of the food department.
- Comply with all quality standards, department rules, policies, and procedures.
- Assist with the cleanliness and safety of all restaurant areas.
- Maintain sanitary standards.
- Perform other duties as assigned.

Approved by:

Date