



An Enterprise of the Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Bartender/Server

Department: Food & Beverage

Location: Perkins, OK

Issuing Date: November 10, 2011

Closing Date: Until Filled

Mailing Address:

P. O. Box 70
Perkins, OK 74059

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Website: <http://www.cimarroncasino.com>

Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

SUMMARY:

Responsible for providing dining service to all guests in an efficient, courteous and professional manner, displaying a high standard of guest services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Delivers prompt, efficient and courteous service of food and beverages to restaurant guests in accordance with venue standards.
- Performs necessary tasks to service guests, i.e., taking and filling all food and drink orders and assisting in maintaining guests dining area in a clean and neat manner.
- Mixes and serves alcoholic beverage and/or non-alcoholic beverages according to established recipes and procedures.
- Mixes and serves beverages in a service station capacity to Beverage/Food Servers in a prompt and efficient manner.
- Maintains a neat and clean bar station on a continual basis.
- Receives payment from food and beverage Guests in a prompt and courteous manner.
- Adheres to established cash control policies and procedures of the Enterprise.
- Monitors guests needs on a continual basis, ensuring all requests will be promptly fulfilled in accordance with Policies and Procedures.
- Participates as a team member with venue Hosts, Supervisors, Food Servers, Bus People and Kitchen Staff in producing a smooth and efficient operation.

- Assists other restaurant personnel with maintenance (side work, opening/closing duties) as necessary.
- Creates an atmosphere of FUN for all Casino guests.
- Encourages mutual respect, dignity and integrity with all employees, by setting positive examples at all times.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School Diploma or GED preferred. Some limited food/beverage service experience preferred.

SPECIAL QUALIFICATIONS:

Strong organizational and interpersonal skills required.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instruction and procedure 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, subtract, multiply, and divide.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.

The employee must frequently lift and/or move up to 25 pounds. The employee is occasionally required to lift up to 50 lb. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. When on the Casino floor, the noise level increases to loud.

CONDITIONS OF EMPLOYMENT:

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test. Additionally, selected individual must be bondable and able to pass background check in order to obtain gaming license.