



MUCKLESHOOT INDIAN BINGO



JOB POSTING

Muckleshoot Indian Bingo is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act.

Per MIB Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol.

JOB TITLE: Concessions Cashier

GAMING LICENSE REQUIRED: Class IIB

RANGE: \$12.23

STATUS: Hourly, Non-Exempt

POSITION REPORTS TO: Food and Beverage Supervisor

JOB SUMMARY: Welcomes customers and collects revenue by greeting guests, taking food orders as needed, issuing charges and collecting payments. This job has no management authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description may be amended, at any time.

1. Practice, support and promote the Mission, Vision and Values of Muckleshoot Bingo.
2. Greet visitors, staff, and the general public in person, promoting positive guest relations, answering questions, screening and responding to inquiries, and referring or directing them when necessary to the appropriate persons.
3. Comply with the standard operating procedures of the department.
4. Keeps concession area stocked, clean, and presentable.
5. Cleans menus and bussing tables as needed.
6. Responsible for handling of all payment transactions and handling of cash.
7. Help prepare any and all food items.
8. Makes coffee and keeps coffee station stocked.
9. Assists in maintaining and ensuring proper food quality.
10. Does daily calculating of receipts.
11. Takes food orders, and prepares and presents food items to guests as needed.
12. Delivers food to and from food outlets to guests.
13. Monitors inventory levels and notifies supervisor on replenishment needs.
14. Create, facilitate and maintain a positive work environment.
15. Smile and engage Guests and Employees with a positive professional demeanor.
16. Perform other duties as assigned.

LICENSES OR CERTIFICATIONS (required/preferred):

- Must have and maintain a valid WA State health card/food handler permit.

EDUCATION, EXPERIENCE AND TRAINING FOR POSITION (required / preferred):

- High school diploma or GED equivalent recommended.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Demonstrate excellent guest service skills.
- Demonstrate ability to follow oral and written instructions.
- Demonstrate ability to communicate effectively both verbally and in writing.
- Must be efficient, organized and have healthy working habits.
- Maintain a neat and clean personal appearance and have excellent grooming standards.
- Ability to make correct change and calculate daily receipts, per proper operating procedures.
- Working knowledge of health & safety standards, and safety regulations, as needed.
- Must be able to stand/walk for extended period of time, or throughout shift.
- Must pass a background check and drug test.

OPENS: 8/7/19

CLOSES: Until filled.