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**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

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**HUMAN RESOURCES**

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
Phone: 906-358-4226 Fax: 906-358-4913*



**REPOSTED: MAY 31, 2017 DEADLINE: UNTIL FILLED**

**POSITION:** Buffet Attendant/Busser/Dishwasher

**DEPARTMENT:** Food and Beverage

**LOCATION:** Resort

**SUPERVISOR:** F & B Supervisor/Sous Chef

**EMPLOMENT:** Full-Time/Part-Time/Seasonal

**SALARY/PAY RATE:** Pay Grade 3 (\$8.25 - \$10.13 per/hr D.O.E.)

**DESCRIPTION:**

Maintains cleanliness of kitchen work areas, restaurant equipment and utensils. Keeps Buffet lines stocked and clean at all times. Clears all dining areas of used dishes and keeps all areas clear and clean.

This person must have good communication skills as this is a fast-paced position with continual customer contact.

**RESPONSIBILITIES:**

- Provide excellent Guest Service to guests, internal and external through active guest engagement and positive attitude.
- Greet and seat guest pleasantly, quickly, and efficiently, keep in mind that body language, tone and posture is imperative when delivering excellence.
- Provides guests with initial beverages when required.
- Carries dirty dishes from dining room to kitchen practicing full hands in-full hands out.
- Wipes table tops and chairs as required into a tray to eliminate crumbs and debris onto the floor.
- Sets tables per set procedures.
- Replenishes supply of flatware and dishes in dining room.
- Serves ice water and beverages to guests in a timely fashion along with offering refills.
- Practices proper housekeeping habits in maintain the sweeping or mopping of the floors.

- Recognize that each employee is a representative of the casino, and is responsible for demonstrating courtesy, respect, and sensitivity to the needs of every person.
- Scrapes food from dirty dishes and washes them by hand or places them in racks or on conveyor to dishwashing machine.
- Washes pots, pans, trays and any other item that would need cleaning.
- Washes worktables, walls, refrigerators, and meat blocks.
- Segregates and removes trash and garbage and places it in designated containers.
- Transfers supplies and equipment between storage and work areas.
- Responsible for the cleaning and disinfection of the back-prep area, cooler, freezer, and buffet area.
- Breaks down buffet including proper food storage and labeling.
- Preparation and maintenance for the buffet line.
- Completes opening and closing side work as assigned.
- Help in all other areas when needed.
- Delivers order from kitchen to buffet in an efficient and timely manner
- Provides quick and attentive assistance to any mishap in the dining room and kitchen.
- Must be able to work under stressful situations.
- Must be able to work as a team member and alone with little directions. Ability to take and follow directions.
- Cleaning of trash cans or receptacles are to be completed on a daily basis.
- Pots, pans, dishes, groceries, carts are to be put away and rotated every shift.
- Due to the dynamic nature of the F&B department, we require employees to be flexible and assume other responsibilities assigned by management as necessary.

#### **MINIMUM QUALIFICATIONS:**

- Must have High School diploma or GED equivalent
- Ability to be ServSafe certified within the first 90 days of employment
- Prolonged walking and standing is required.
- Bending, stooping, and lifting and carrying up to 25 pounds.
- Must pass background checks and other pre-employment screenings.

#### **PREFERRED QUALIFICATIONS:**

- One to three months related experience and/ or training; or equivalent combination of education and experience.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

#### **OUR MISSION**

Our Mission is to provide an exceptional and memorable experience to every Guest, every time. Each Team Member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all Guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE.**

**Date Approved by the Tribal Council: January 27, 2017**