



POSTED: OCTOBER 17th, 2023

DEADLINE: Until Filled

JOB DESCRIPTION

POSITION:	Bartender
DEPARTMENT:	Food and Beverage
LOCATION:	Casino Resort
SUPERVISOR:	Beverage Manager
EMPLOYMENT:	Full-Time/Part-Time
PAY RATE:	\$8.00-\$11.00 Hour (Non-Exempt) D.O.E.
LICENSE STATUS:	Key-Employee

DESCRIPTION:

Prepare alcohol and non-alcohol beverages for bar and restaurant patrons either directly and/or through team members. Interact with customers, take drink and food orders, and serve orders. Assess bar customers' needs and preferences and make recommendations for classic and innovative drink options. Works in Clubhouse Bar as Bartender or as Beverage Cart Attendant for the Golf Course when required.

RESPONSIBILITIES:

- Prepare alcohol and non-alcohol beverages (including garnishes for mixed drinks) for bar and restaurant patrons.
- Interact with bar customers to take and serve food and beverage orders.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Food & Beverage Department Policy and Procedure Manual.
- Mix all types of alcoholic and non-alcoholic beverages to order and by following a variety of recipes.
- Prepare and deliver drinks to bar patrons or to team members in the restaurant or on the Casino floor to serve their customers.
- Check customer identification and confirm the legal drinking age is met.
- Comply with all food and beverage policies, procedures, and regulations.
- Handles money, operates the payment collection system, and accurately makes change.
- Completes necessary documentation for fund requirements.
- Cleans bar, stocks bar items, and always maintains overall cleanliness.
- Washes bar glasses and any other bar equipment.
- Complies with all sanitary and safety requirements within State, Federal, Tribal, and Property guidelines.
- Strictly follows serving guidelines to all guests with attention to intoxicated customers; makes judgements regarding when to slow a guest down or cut them off.

- Knowledge of the bar and restaurant menu options to answer guest inquiries and requests in a courteous and polite manner.
- Tracks/records inventory and maintains records regarding popular drinks/liquor that are in greatest demand.
- Provide the highest-level of customer service to our guests (both internal and external) through active engagement and a positive attitude.
- Works as a team to represent the Casino by demonstrating courtesy, respect, and sensitivity to the needs of patrons and other team members.
- Maintains a high-level of personal hygiene routine to represent a clean and professional environment.
- All employees must be flexible and assume other responsibilities and tasks as assigned by management and as management deems necessary; this means fulfilling all other job duties as assigned.
- Flexible with scheduling of shifts and willing to work nights, weekends, and holidays.

MINIMUM REQUIRED QUALIFICATIONS:

- High School Diploma or GED.
- Basic math skills to ensure accurate money-handling.
- Ability to operate payment-collection system.
- Positive and respectful attitude.
- Ability to work with the public and in a team.
- Must be of legal age in Michigan (18 years old) to serve alcohol.
- Must be able to successfully pass TIPS training.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

PREFERRED QUALIFICATIONS:

- One year of bartending experience.
- Completion of approved-bartender's course.

PHYSICAL REQUIREMENTS:

- Ability to lift and carry objects weighing up to 15 pounds.
- Ability to push and pull objects weighing up to 20 pounds.
- Ability to lift to 50 pounds.
- Ability to use a dolly to transport heavy objects such as beer kegs.
- Must be able to work in a smoking environment.
- Must be able to stand and walk for long periods of time – up to 90% of an (8) or (10) hour-shift.
- Must be able to work in a loud environment.

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 if required.

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- **Enrolled LVD Tribal Member**
- **Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members**
- **Other Native Americans**
- **All Others**

Date Approved by LVD Gaming Commission: 05/16/2023.

Date of Approval by the Public Enterprise Finance Commission (PEFC): 08/29/2023.

Northern Waters Casino Resort

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Sign _____ **Date** _____