



POSTED: March 25th, 2024

DEADLINE: Until Filled

JOB DESCRIPTION

POSITION:	Café Cashier
DEPARTMENT:	Food and Beverage
SUPERVISOR:	Café Supervisor
LOCATION:	Northern Waters Café
EMPLOYMENT:	Full-Time/Part Time
PAYRATE:	\$13.00 - \$15.00 (Non-Exempt) D.O.E
LICENSE STATUS:	Key-Employee

DESCRIPTION:

The Café Cashier will be responsible for engaging customers, taking food orders, making coffee drinks, producing food items, and providing table service when needed. Café Cashiers will respond positively to questions and inquiries from external and internal customers. If we do not know the answer, we will seek out to find the answer.

RESPONSIBILITIES:

- Acknowledge and greet customers in a timely manner.
- 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 & Department Policy and Procedure Manual.
- Know all menu items and can explain them in detail while offering recommendations to customers.
- Follow all food and beverage recipes and consistently produce food and beverage offerings.
- Work in assigned area which may include acting as host/hostess to seat guests in other food and beverage venues.
- Exchange and reconcile monies in the restaurant including cash, coins, cards, and coupons/certificates.
- Responsible for accurate handling of monies including ensuring accuracy of money in, money out of cash bank.
- Works in assigned area in the restaurant.
- Answer the phone in a timely and positive manner by following the script and prompts provided.

- Take and execute all to-go orders in an efficient and accurate manner.
- Provide excellent customer service to guests, internal and external, through active guest engagement and a positive attitude.
- 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.
- Strong mathematical skills.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

PREFERRED QUALIFICATIONS

- 1+ year of money handling experience.
- 1+ year experience in the hospitality (hotel and restaurant) industry.
- 1+ year experience in a casino setting.

PHYSICAL REQUIREMENTS

- Ability to work in a primarily sedentary environment with frequent standing and sitting.
- Ability to work in a smoking environment.
- Ability to lift to 50 pounds.

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** _____