



Posted: April 10th, 2026

Deadline: Until filled

JOB DESCRIPTION

POSITION:	Lead Clubhouse Bartender/Cook
DEPARTMENT:	Food and Beverage
LOCATION:	Casino Resort
SUPERVISOR:	Beverage Manager/Executive Chef/F&B Director
EMPLOYMENT:	Full and Part-Time (Seasonal)
PAY RATE:	\$15.00-\$18.00 Hour (Non-Exempt) D.O.E.

(Includes two free rounds of golf per week. You must schedule tee times through the Pro Shop)

LICENSE STATUS: **Key-Employee**

DESCRIPTION:

Oversee the preparation of alcohol and non-alcohol beverages for clubhouse bar and golf course patrons. Ensure all staff interact with customers, take drink and food orders, prepare all drink and food orders and serve them. Verify the staff is preparing and stocking all bar and kitchen needs based on current menu offerings for both food and alcohol programs. Communicate and work with Beverage Cart and Pro Shop attendants to ensure guests' needs are anticipated and always met. You must communicate with staff and instruct them to do the same.

RESPONSIBILITIES:

- Prepare alcohol and non-alcohol beverages (including garnishes for mixed drinks) for the clubhouse bar and patrons.
- Interact with clubhouse bar customers to take, prepare 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.
- Prep and produce all food menu items based on established recipes and cooking specifications.
- 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 refund requirements.
- Cleans bar, kitchen, stocks bar and food items, and always maintains overall cleanliness.
- Washes bar glasses and any other bar and kitchen 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; making judgements regarding when to slow a guest down or cut them off.
- Knowledge of the bar and clubhouse food menu options to answer guest inquiries and requests in a courteous and polite manner.
- Tracks/records inventory and maintains records regarding popular drinks/liquor/food 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.
- Maintain cleanliness, stocking, and upkeep of public areas in the Clubhouse Bar.
- Clean and stock restrooms based off a set cleaning and monitoring schedule. Ensure bathrooms are kept clean, mirrors, sinks, floors, toilets and urinals. Ensure paper towels and toilet paper are always stocked.
- 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 scheduled shifts and willing to work nights, weekends, and holidays.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.
- As the Lead of this Outlet, it will be your responsibility to ensure all these tasks are completed consistently by all other Bartenders/Cooks and Beverage Cart Staff.
- 1.30 – Drug and Alcohol-free workplace – including all areas on the Lac Vieux Desert Golf Course.
- Must always maintain a visible presence to guests and co-workers.
- Work with Pro Shop staff to ensure the outside of the Clubhouse common areas are clean and look professional

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.
- Previous supervisory experience
- 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 become ServSafe Food certified within 30 days of employment.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

PREFERRED QUALIFICATIONS:

- One-year of bartending experience.
- One-year of quick service cooking 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 cases of soda/beer/food.
- 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.

- Ability to adhere to high standards of personal hygiene and grooming habits.

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:

Date of Approval by the Public Enterprise Finance Commission (PEFC): 4/9/2026

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Sign _____ **Date** _____