

**Job Description\***

**Job Title** Lead Bartender

**Department** Food and Beverage

**Reports To** Director of Food and Beverage

**FLSA Status** non-Exempt

**JOB SUMMARY**

Serves alcoholic beverages to guests in dining room, lounge, and in other locations throughout the casino by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Insure proper portion control techniques are used by all bartenders.
2. Trains bartenders to understand need for proper portion control.
3. Manages schedule to meet budgeted labor goals.
4. With relationship to job duties and job responsibilities; ensures compliance with the Port Gamble S’Klallam Tribe of Indians- State of Washington Gaming Compact, Internal Controls, NIGC Regulations and The Point Casino Policies and Procedures.
5. Arranges linens and glassware and stores on the station prior to opening lounge and dining room.
6. Prepares all standard and nonstandard alcoholic beverages in accordance with established recipes.
7. Chills wines to be served.
8. Discusses wines with patrons and assists them in making their wine selection.
9. Serves wines, cocktails, and other liquors to lounge and dining room guests.
10. Cleans assigned section of lounge and dining room.
11. Prepares patrons' check and acts as cashier in lounge.
12. Maintains inventory and orders additional supplies as needed.
13. Coordinates Bartenders daily work schedules.
14. Other duties as assigned.
15. *Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws*
16. *Responsibilities include training employees; directing work; assisting with appraising performance*
17. *Rewarding and disciplining employees*
18. *Addressing complaints and resolving problems.*

**QUALIFICATION REQUIREMENTS**

1. One year certificate from college or technical school and/or one year related experience, or equivalent combination of education and experience
2. Class 12 Alcohol Server Permit
3. State of Washington Food Handler's Card
4. Class II gaming license issued by the Port Gamble S’Klallam Gaming Commission
5. Must be 21 years of age or older.

**PHYSICAL REQUIREMENTS**

1. Frequently exerting up to fifty pounds of force and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.
2. Involves heavy lifting. Exerting up to 50 pounds of force.
3. Frequently involves standing for sustained periods of time.
4. Occasionally requires crouching.
5. Often requires walking or moving about to accomplish tasks.
6. Constantly requires working with fingers rather than with the whole hand or arm.
7. Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
8. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
9. Occasionally requires stooping which entails the use of the lower extremities and back muscles.
10. Occasionally requires reaching by extending the hand(s) and arm(s) in any direction.
11. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
12. Constantly requires repetitive movement of the wrists, hands, and/or fingers.
13. Requires clear vision at 20 inches or less, the ability to identify and distinguish color and to adjust focus.

**TYPICAL ENVIRONMENTAL CONDITIONS**

The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions. The inside environment is often loud and stimulating. There is smoking permitted inside the casino facility.

**TRAVEL REQUIREMENTS**

May be required for some positions.

**ACKNOWLEDGEMENT STATEMENT**

NKDC and its entities are “at will” companies. This means that the employee or the Company may terminate employment at any time and or any reason. Management has the exclusive right to alter this job description at any time without notice. The document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability, not is it intended to be an employment agreement or contract.

By signing below, both employee and supervisor acknowledge that this Job Description will provide the basis for general duties and responsibilities related to the job, and associated evaluations thereof.

Employee Signature Date

Employee Name (Please Print)

Supervisor Signature Date

Supervisor Name (Please Print)

*NKDC and its entities are committed to having a drug and alcohol free work environment.*