

**Job Description\***

**Job Title** Café Attendant/Cashier

**Department** Food and Beverage

**Reports To** Restaurant Manager/Assistant Restaurant Manager

**FLSA Status** (Identify exempt or non-exempt status)

**JOB SUMMARY**

Receives cash from customers or employees in payment for food & beverages received in the Restaurant for food and drinks which include alcoholic beverages. Stocks and preps foods for garb and go case, makes espresso and coffee drinks, and other areas as assigned by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Keeps menus clean and organized.
2. Prepares specialty coffee and espresso drinks.
3. Has understanding of casino discount programs and enforces those policies.
4. Makes accurate change and issues receipts or tickets to customers.
5. Maintains cleanliness of counter and food service area at all times.
6. Must possess a current Food Handler’s Permit and MAST Liquor License.
7. Relays all guest complaints/compliments to supervisor; promotes positive public relations.
8. Maintains current knowledge of food & beverage rules, regulations, policies and procedures, including cashiering procedures.
9. Obtains food, beverages, condiments and supplies from kitchen or stockroom and delivers to outlet if necessary; maintains adequate stock levels in assigned outlet.
10. Maintains a clean, safe, hazard-free environment within area of responsibility.
11. Presents menu, answers questions, and makes suggestions regarding food and service.
12. Observes diners to respond to any additional requests and to determine when meal has been completed.
13. Totals bill and accepts payment.
14. Performs other duties as deemed necessary.

**QUALIFICATION REQUIREMENTS**

1. High school diploma or (G.E.D) equivalent required.
2. Six months of fast food service or restaurant service experience
3. Knowledge of customer service, cashiering or cash handling related experience preferred.
4. Class II gaming license issued from the Port Gamble S’Klallam Gaming Commission.
5. Current Washington Food Handlers Permit
6. Class 13 Alcohol Server Permit.

**PHYSICAL REQUIREMENTS**

1. Amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.
2. Involves heavy lifting. Exerting up to 25 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.*