

**Job Description\***

**Job Title** Restaurant Lead Wait staff/Supervisor

**Department** Food and Beverage

**Reports To** Restaurant Manager

**FLSA Status** Non-Exempt

**JOB SUMMARY**

Oversees all cashier/service staff in the Kloomachin Kitchen and Bistro, takes lead in training of all new front of house staff in both venues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Monitors overtime, staff motivation.
2. Oversee product consistency and make necessary modifications according to business needs.
3. Assures cleanliness of all work and dining areas.
4. Mentors and coaches staff on proper procedures regarding use of POS, point and coupon redemption, guest service standards and cleaning standards.
5. Assures equipment maintenance schedules and cleaning checklists are followed.
6. Monitors waste and ensures proper rotation and quality control.
7. Takes lead in training of all incoming cashier and service staff, working side by side with them for their 7 day training period.
8. Monitor and enforce Company and departmental safety policies and Health Department standards.
9. Responsible for maintaining the overall cleanliness and equipment maintenance of their area.
10. Works closely with Restaurant Manager to achieve department goals.
11. Directly supervises employees in the Kloomachin Kitchen and The Little Boston Bistro.
12. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
13. Training employees; planning, assigning, and directing work; addressing complaints and resolving problems

**QUALIFICATION REQUIREMENTS**

1. High School Diploma or G.E.D. equivalent
2. Five years directly related experience.
3. Must be able to read, write and understand English; bilingual ability is a plus.
4. Math and computer skills.
5. Knowledge of kitchen equipment and knife skills required.
6. Must be knowledgeable and proficient in all reporting positions.
7. Class II gaming license issued from the Port Gamble S’Klallam Gaming Commission
8. Class 12 Alcohol Server Permit
9. Washington Food Handler's Card.

**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.*