



**JOB TITLE: Sous Chef**

**STATUS: Full-Time**

**SUMMARY:**

The Sous Chef is responsible for the planning and directing of food preparation in the kitchen as well supervising kitchen staff, and addressing problems that arise in the kitchen at a moment's notice.

**ESSENTIAL RESPONSIBILITIES:**

- Work with Executive Chef to create high quality dishes.
- Responsible for managing the kitchen staff in the absence of the Executive Chef.
- Ensuring high culinary standards are met.
- Track, record and replenish inventory as needed.
- Oversees and organizes kitchen stock and ingredients.
- Cross-train kitchen staff.
- Adhere to federal & state health, safety regulations.
- Maintain a solid knowledge of all food products.
- Assist kitchen staff to perform other duties.
- Respond to customer inquiries and concerns.
- Other duties as assigned.

**QUALIFICATIONS:**

- Minimum of 5 years chef experience
- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Food handler's certification required or ability to obtain one.
- Knowledge of kitchen sanitation, operation and maintenance of kitchen equipment required.
- Basic knowledge of food preparation techniques.
- Must be able to stand for long periods of time.
- Must be able to work with cleaning chemicals.
- Must be able to tolerate areas with extreme heat and cold temperatures.
- Must be able to regularly lift and/or move up to 50 pounds
- Strong organizational skills required.
- Must have attention to detail.
- Reading and math skills for recipes and measurement.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: March 6<sup>th</sup>, 2019

CLOSING DATE: Until Filled.



**JOB TITLE: Cocktail Server**

**STATUS: Part-Time**

**SUMMARY:**

The Cocktail Server is responsible for providing fast, friendly and courteous service to every customer while taking and serving beverage orders.

**ESSENTIAL RESPONSIBILITIES:**

- Work in an assigned area, such as the bar and Casino floor and pleasantly takes beverage orders from guests.
- Provide drink recommendations.
- Present beverage orders to the bartender.
- Serve cocktails and non-alcoholic beverages to customers.
- Accept payment and gives change when necessary.
- Greet guest in a courteous, friendly representative of the company.

**QUALIFICATIONS:**

- High school diploma or GED required.
- All applicants must be at least 21 years of age.
- Minimum 1 year experience as a Cocktail Server.
- Basic knowledge of alcoholic beverages.
- Ability to present change correctly and a knowledge of guest charge procedures.
- Must be familiar with tray service.
- Must be able to stand for long periods of time.
- Ability to bend, stoop and twist while serving beverages.
- Must be able to regularly lift and carry up to 20 pounds.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: March 18<sup>th</sup>, 2019

CLOSING DATE: Until Filled.



**JOB TITLE: Cook**

**STATUS: Full-Time**

**SUMMARY:**

Prepare food in a safe and timely manner according to departmental and menu specifications.

**ESSENTIAL RESPONSIBILITIES:**

- Responsible for fast and clean servicing of all menu items to the servers.
- Controls food production to include: proper cooking methods, cooking time and temperature and ensuring sanitation, handling and storage of prepared food and leftovers.
- Prepares for rush periods of work without getting behind.
- Checks work stations before, during, and after shift for proper set up & cleanliness.
- Keeps stock on hand and organizes orders.
- Gets orders for meat needed/order or cut to meet the day's needs.
- Fills special orders when requested by customers.
- Organizes the work day.
- Maintain a flexible break scheduled to meet customer's needs.
- Operate all kitchen equipment including grill, deep fryer, ovens, broiler, slicer, and steamer.
- Keeps errors to a minimum.
- Maintain a solid knowledge of all food products.
- Perform other duties as assigned by management.
- Other duties as assigned.

**QUALIFICATIONS:**

- One (1) year of food preparation / cooking experience preferred.
- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Food handler's certification required or ability to obtain one.
- Knowledge of kitchen sanitation, operation and maintenance of kitchen equipment required.
- Basic knowledge of food preparation techniques.
- Must be able to stand for long periods of time.
- Must be able to work with cleaning chemicals.
- Must be able to tolerate areas with extreme heat and cold temperatures.
- Must be able to regularly lift and/or move up to 50 pounds
- Strong organizational skills required.
- Must have attention to detail.
- Reading and math skills for recipes and measurement.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: March 22<sup>nd</sup>, 2019

CLOSING DATE: Until Filled.



**JOB TITLE: Head Cook**

**STATUS: Full-Time**

**SUMMARY:**

The Head Cook is responsible for planning and directing and overseeing food preparation in the kitchen.

**ESSENTIAL RESPONSIBILITIES:**

- Daily communication with the Executive Chef to determine food preparation requirements.
- Supervises cooks and monitors daily operations.
- Train and monitor cooks to deliver the highest quality food preparation.
- Monitors activities of other staff and provides instruction.
- Monitoring all food production, preparation, presentation.
- Responsible for fast and clean servicing of all menu items to the servers.
- Responsible for monitoring inventory and stock on hand and organizes orders.
- Operate all kitchen equipment including grill, deep fryer, ovens, broiler, slicer, and steamer.
- Adhere to federal & state health, safety regulations.
- Maintain a solid knowledge of all food products.
- Assist kitchen staff to perform other duties.
- Other duties as assigned.

**QUALIFICATIONS:**

- Min 3-5 years' Cook experience preferred.
- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Food handler's certification required or ability to obtain one.
- Knowledge of kitchen sanitation, operation and maintenance of kitchen equipment required.
- Basic knowledge of food preparation techniques.
- Must be able to stand for long periods of time.
- Must be able to work with cleaning chemicals.
- Must be able to tolerate areas with extreme heat and cold temperatures.
- Must be able to regularly lift and/or move up to 50 pounds
- Strong organizational skills required.
- Must have attention to detail.
- Reading and math skills for recipes and measurement.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: March 22<sup>nd</sup>, 2019

CLOSING DATE: Until Filled.



**JOB TITLE: Guest Room Attendant**

**STATUS: Full-Time**

**SUMMARY:**

Responsible for the successful coordination and supervision of all housekeeping functions, ensuring maximum productivity and superior customer service and satisfaction.

**ESSENTIAL RESPONSIBILITIES:**

- Properly stocking cart with required cleaning supplies daily.
- Transport cart with cleaning supplies, amenities and linens to assigned guest room and position securely.
- Remove soil, dirt, soap buildup and hair from bathroom mirrors, vanity, sink, toilet, shower walls  
Bath tub, shower curtain and floor.
- Remove dust, spots and smears from all doors, walls, windows baseboards, AC unit, corners and telephones.
- Open all drawers/doors in checkout rooms and remove items left by guest. Dust inside.
- Dust and polish all furniture, closet, pictures, frames, mirrors, light bulbs and switches, TV
- Replace dirty bed linen and make up bed with clean linen.
- Check under bed(s), chairs and sofa for debris and remove if present.
- Empty garbage cans of debris.
- Vacuum throughout entire room and spray room with deodorizer.
- Clean and replenish the coffee maker set.
- Replenish amenities according to the operational standards.
- Inspect condition of room for damage
- Turn over any lost and found items from guest rooms to supervisor.
- Clean assigned guest rooms by priority.
- Other duties as assigned.

**QUALIFICATIONS:**

- Housekeeping and customer service experience preferred.
- Ability to perform assigned duties with attention to detail, speed, accuracy, follow through, courtesy, cooperativeness and work with a minimum of supervision.
- Ability to perform such activities as grasping, lifting, reaching, crouching, walking, sitting, and carry push or pull heavy loads weighing up to 50 lbs.
- Strong organizational skills required.
- Must have attention to detail.
- All applicants must be at least 18 years of age.
- Must be able to speak, read and write the English language.

POSTING DATE: March 28<sup>th</sup>, 2019

CLOSING DATE: Until Filled.



**JOB TITLE: Revenue Auditor**

**STATUS: Full-Time**

**SUMMARY:**

The revenue audit position is a very important part of the accounting department. The auditor is responsible for auditing Casino departments on a daily basis to verify revenues, they assist with inventory and data entry, and continually tests for Slot machine revenue accuracy.

**ESSENTIAL RESPONSIBILITIES:**

- Audits the revenue generating departments on a daily basis for accuracy.
- Audits the player tracking system for accuracy.
- Assists with and then enters inventory in an excel spreadsheet.
- Review credit card transactions.
- Review night audit reports for accuracy.
- Monthly, Quarterly, and Annual Slot machine revenue testing.
- Daily data entry.
- Other duties assigned.

**QUALIFICATIONS:**

- High School Graduate, bookkeeping or accounting background a plus.
- Proficient 10-Key operation
- Intermediate to advanced ability in Excel and Word
- Ability to work in a team environment.
- Able to handle multiple tasks with deadlines.
- Detail oriented and accurate.
- All applicants must be at least 18 years of age.
- Must be able to speak, read and write the English language.

POSTING DATE: April 2<sup>nd</sup>, 2019

CLOSING DATE: Until Filled.



**JOB TITLE: Players Club Representative**

**STATUS: Full-Time**

**SUMMARY:**

Responsible for providing support and service to club members and promoting the success of the player's club by assisting guests through the membership process.

**ESSENTIAL RESPONSIBILITIES:**

- Enter new customer accounts.
- Greets customers as a company representative and provides information concerning casino programs and amenities, off-site attractions, hotels and restaurants, and Gold Card program.
- Issues promotional amenities, redeems coupons, and maintains accurate banks and inventory control records.
- Greets buses and distributes Gold Cards and requested coupon packages to passengers.
- Adheres to regulatory, departmental and company policies in an ethical manner.
- Develops customer relations with top players.
- Inventory of redeemable items.
- Makes live announcements.

**QUALIFICATIONS:**

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Good math skills essential.
- Must be able to stand for long periods of time.
- Must have computer skills in Microsoft, Word, Excel, Access, and PowerPoint.
- Excellent interpersonal, written and oral communication skills.
- Must be able to speak, read and write the English language.
- Ability to maintain strict confidentiality
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: April 2<sup>nd</sup>, 2019

CLOSING DATE: Until Filled.



**JOB TITLE: Bartender**

**STATUS: Full-Time**

**SUMMARY:**

The Bartender will provide friendly, excellent service to every customer throughout the Casino, primarily in the bar. Preparing and pouring drinks for customers and Cocktail Servers while adhering to Policy & Procedure and licensing regulations.

**ESSENTIAL RESPONSIBILITIES:**

- Greets guests in a courteous and friendly manner.
- Prepares drinks with proper portions and ingredients.
- Operates a cash register, handling all beverage sale transactions.
- Frequently checks back with guests.
- Maintains cleanliness of guest areas at all times including removing empty glasses/bottles and cleaning ashtrays.
- Maintains respectful control over guests at all times.
- Keeps the bar area stocked, clean and ready for guests at all times.
- Abides by all State, Federal and company liquor regulations pertaining to alcoholic beverage service.

**QUALIFICATIONS:**

- High school diploma or GED required.
- All applicants must be at least 21 years of age.
- Knowledge of operating cash register and bar equipment required.
- Ability to operate the following equipment; juice guns, cutting boards,
- Soda guns, ice machines, non-alcoholic frozen drink machines, ice tea machines, and other necessary equipment.
- Must be able to stand for long periods of time.
- Must be able to regularly lift and/or move up to 75 pounds.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: April 2<sup>nd</sup>, 2019

CLOSING DATE: Until Filled.





**JOB TITLE: Drop/Count Team Member**

**STATUS: Full-Time**

**SUMMARY:**

Under direct supervision of the Drop Count Supervisor the Drop/Count Team Member is responsible for the drop and count processes for Gaming Machines.

**ESSENTIAL RESPONSIBILITIES:**

- Responsible for completing Drop/Count during regular shift.
- Responsible for opening, removing and securing currency from the slot machines.
- Responsible to follow all drop/count policy and procedures and accountable for all necessary documents to be delivered to audit.
- Responsible for reporting discrepancies or variances to supervisor.
- Maintain the highest level of confidentiality.
- Must be able to prepares and bundle currency.
- Must have excellent attendance.
- Responsible for the general upkeep of the Count Room.
- Performs minor repairs and maintenance of the Count Room equipment.
- Must be able to work with others, communicate well and receive direction when needed to achieve department objectives.
- Performs other duties as required.

**QUALIFICATIONS:**

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Prior count room or money handling experience (casino or bank) preferred.
- Operate calculator efficiently.
- Must be able to stand for long periods of time.
- Must be able to regularly lift and/or move up to 50 pounds.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: April 9<sup>th</sup>, 2019

CLOSING DATE: Until Filled.



**JOB TITLE: Security Officer**

**STATUS: Part-Time**

**SUMMARY:**

Responsible for providing overall safeguarding of Casino assets, property, personnel and guests; insures adherence to internal controls and policies and procedures by observing and reporting specific incidents occurring on casino property.

**ESSENTIAL RESPONSIBILITIES:**

- Provide patrols of the Casino building and parking lots at scheduled intervals.
- Provide escorts of cash to and from vault; from pit to cage; and during armored car service pickups; provides escorts of maintenance personnel to trash receptacles.
- Assists customers as needed by answering inquiries regarding casino services and offering assistance whenever needed; when required, and in accordance with gaming ordinance, checks identification documents of guests who may be under 18 years of age.
- Enforce casino policies and procedures and reports incidents of any infractions.
- Supervises pre-employment and random drug testing by escorting individuals to restroom to obtain specimen.
- Provide proper procedure for custody and control of specimen by completing necessary forms and labeling.
- Responsible for key control by accessing key lock box and documenting key disbursement.
- Provide security when technicians open video pull tab machines by verifying tickets for hand pays and indicating reason entered in log.
- Notify surveillance and oversees replacement of safety paper in video pull tab machines.
- Escort employees and visitors/contractors to and from restricted areas.
- Verify employee's identification and time cards by clocking employees in and out of scheduled shift.
- Respond to medical situations and, when necessary and ordered by supervisor, notifies 911.
- Complete required injury reporting documents and incident reports necessary for all on-the-job injuries.
- Make note of any safety infractions and reports to immediate supervisor.

**QUALIFICATIONS:**

- High school diploma or GED required.
- All applicants must be at least 21 years of age.
- Police academy training and skills in self-defense helpful.
- Must purchase own uniform and accessories with reimbursement after completion of probationary period.
- Must have at least six months experience in law enforcement or security field.
- Must have the ability to write reports accurately and legibly.
- Must be able to stand and walk for long periods of time.
- Must have the ability to operate a two-way radio.
- Must be able to regularly lift and/or move up to 50 pounds.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: April 15<sup>th</sup>, 2019

CLOSING DATE: Until Filled.