



**JOB TITLE: F&B Supervisor**

**STATUS: Full-Time**

**SUMMARY:**

The F&B Supervisor operates an exciting restaurant environment which attracts and retains gaming guests while contributing to the operating success of the food and Beverage department. This position also manages the day-to-day operation of the Beverage department.

**ESSENTIAL RESPONSIBILITIES:**

- Ensures the all food and beverage products served meet the established specifications and standards and communicates any variances to the Restaurant Manager.
- Ensures that the proper levels of service are provided based on forecasted needs and that the minimum level of labor is used to perform the required level of service.
- Completes the required daily financial tools and reports.
- Communicates and cooperates with the food production management team.
- Works with finance and IT teams to ensure that all revenue is captured and reported in an accurate and relevant manner.
- Maintains a neat, clean, organized, safe and comfortable environment for employees and guests.
- Meets the attendance guidelines of the job and adheres to regulatory, departmental and company policies.
- Other duties as assigned.

**QUALIFICATIONS:**

- High School diploma or equivalent preferred.
- Graduate of a post high school two year Culinary Arts School or equivalent technical training in food and beverage field substituted on year-to-year basis.
- Five years restaurant industry work, including two years in food preparation and service and three years in supervision is required.
- Serve Safe Certification.
- Health and Safety Inspection Experience.
- All applicants must be at least 21 years of age.
- Ability to accurately handle money, make change, process credit card transactions.
- Complete working knowledge of alcoholic and non-alcoholic beverages.
- Must have strong verbal & written communication skills.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.
- Must be able to work under pressure, prioritize task, and meet deadlines.

POSTING DATE: August 11<sup>th</sup>, 2020

CLOSING DATE: Until Filled.



**JOB TITLE: Guest Room Attendant**

**STATUS: Part-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: August 13<sup>th</sup>, 2020

CLOSING DATE: Until Filled.



**JOB TITLE: Front Desk Clerk**

**STATUS: Full-Time**

**SUMMARY:**

Responsible for the successful overall activities related to the Front Desk of the Hotel, ensuring smooth and efficient operations.

**ESSENTIAL RESPONSIBILITIES:**

- Assists guest with the check-in process at the hotel in a courteous and polite manner.
- Answer guest questions regarding Hotel and property facilities, events and ensure that adequate information is given.
- Assist guest with checkout at the end of their stay in an efficient and timely manner.
- Handles guest complaints in a polite, courteous and effective manner.
- Ensures that the check-in and checkout process is handled in accordance with company policy by processing cash, credit card, and credit transactions accurately thus protecting the company's assets.
- Other duties as assigned.

**QUALIFICATIONS:**

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Must be able to speak, read and write the English language.
- Basic computer skills in Microsoft, Word, Excel, Access, and PowerPoint.
- Strong Attention to detail, accuracy, and professionalism
- Excellent interpersonal, written and oral communication skills
- Obtain active Gaming license
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: August 13<sup>th</sup>, 2020

CLOSING DATE: Until Filled.



**JOB TITLE: Pit Supervisor**

**STATUS: Full –Time**

**SUMMARY:**

The supervisor manages gaming operations within a Pit and supervised dealers operating table gaming stations.

**ESSENTIAL RESPONSIBILITIES:**

- Overseeing games in progress, customers and casino employees in the assigned section.
- Safeguarding casino assets located in the Table Games pit areas.
- Issuing playing cards and reviewing them for irregularities during shift.
- Enforcing casino rules for gaming activity.
- Maintaining proper gaming station loads through Fills and Credits.
- Tracking and rating players.
- Promoting positive customer relations.
- General management of the pit area.
- Performing other duties assigned.

**QUALIFICATIONS:**

- High school diploma or GED required.
- Prior supervisory experience preferred.
- Knowledge and experience of all table games, ability to learn gaming rules, policies, and procedures, and enforce them.
- Able to work any shift and stand for long periods of time.
- All applicants must be at least 21 years of age.
- Must be able to stand for long periods of time.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: September 3<sup>rd</sup>, 2020

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: September 3<sup>rd</sup>, 2020

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: September 3<sup>rd</sup>, 2020

CLOSING DATE: Until Filled.



**JOB TITLE: Food and Beverage Cashier**

**STATUS: Part-Time**

**SUMMARY:**

The Food and Beverage Cashier provides friendly, excellent service to every guest when seating them in the restaurant.

**ESSENTIAL RESPONSIBILITIES:**

- Greets guests and seats them in the restaurant.
- Gives out menus, informs guest of specials, handles and solves any concerns or questions from guests.
- Makes recommendations and answers questions about food, beverages, and specials.
- Operate Point Of Sale (POS) System
- Process cash, and credit card orders.
- Occasionally delivers food and beverages.
- Record all tips collected from credit cards, comps.
- Keeps restaurant work area neat and clean, picks up trash, glasses, etc.
- Inform shift change of unique situations involving guests.
- Assist guest with special needs and accommodations as requested.
- Bus tables, clean spills and equipment as needed.

**QUALIFICATIONS:**

- 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.
- Previous money-handling experience is preferred.
- Must have at least three months previous experience as a host.
- 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: September 3<sup>rd</sup>, 2020

CLOSING DATE: Until Filled.



**JOB TITLE: Hostess**

**STATUS: Full-Time**

**SUMMARY:**

The Hostess is responsible for greeting all guests on arrival and seating them evenly across the restaurant. Assists guest with beverage/meal selection.

**ESSENTIAL RESPONSIBILITIES:**

- Greeting guest and escorting them to their respective table.
- Present menus and take orders.
- Recommend daily specials to guest.
- Takes drink orders for guests as they wait.
- Ensure all orders are filled in a timely and accurate fashion.
- Reports any problems to restaurant manager.
- Assists in cleaning/set up the restaurant during opening and closing shifts.
- Resolve customer concerns and complaints.
- Thank all guests leaving restaurant.

**QUALIFICATIONS:**

- Must have cash handling experience.
- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Maintains professional but friendly demeanor.
- Must have a friendly, courteous attitude and ability to deal well with customers.
- Must be able to stand for long periods of time.
- Must have knowledge of food and beverage menu.
- Must be able to regularly lift and/or move up to 10 pounds.
- Strong organizational skills required.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: September 3<sup>rd</sup>, 2020

CLOSING DATE: Until Filled.