



**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: 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: Dishwasher**

**STATUS: Full -Time**

**SUMMARY:**

Properly wash and sanitize all pots; pans and kitchen utensils; and performs Janitorial duties which include mopping, cleaning of kitchen equipment, etc.

**ESSENTIAL RESPONSIBILITIES:**

- Wash dishes, glassware, flatware, pots, and/or pans using dishwashers or by hand.
- Maintain kitchen work areas, equipment, and utensils in clean and orderly condition.
- Sort and remove trash and garbage to dumpster.
- Mop a variety of work areas.
- Wash tables, walls, refrigerator, and floors daily.

**QUALIFICATIONS:**

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- 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.
- Must have attention to detail.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.
- Other duties as assigned.

POSTING DATE: October 1<sup>st</sup>, 2020

CLOSING DATE: Until Filled.



**JOB TITLE: Housekeeper**

**STATUS: Full -Time**

**SUMMARY:**

The Housekeeper is responsible for cleaning and maintaining the appearance of the casino public areas and public restrooms.

**ESSENTIAL RESPONSIBILITIES:**

- Cleans ash urns
- Empty trash containers daily.
- Check casino for spills, water, debris etc.
- Clean toilets, wash basins, mirrors, daily.
- Mop floors in bathrooms daily.
- Vacuums and shampoos carpeted areas.
- Dusts furniture and equipment.
- Must operate various types of equipment such as vacuums, polishers, buffers, etc.
- Responsible for disposal of trash, waste, and other disposable materials.
- Familiar with proper use of all cleaning equipment and chemicals
- Must handle various cleaning solvents, chemicals, etc.
- Must comply with all regulations such as OSHA, EPA, State Health Department, etc.
- Report any needed repairs immediately to supervisor
- Other duties assigned.

**QUALIFICATIONS:**

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- 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: October 1<sup>st</sup>, 2020

CLOSING DATE: Until Filled.



**JOB TITLE: Safety Trainer Officer**

**STATUS: Full-Time**

**SUMMARY:**

The Safety Training Officer works alongside the Human Resources Director to develop, train, and implement Safety training programs to maintain compliance with safety regulations.

**ESSENTIAL RESPONSIBILITIES:**

- Ensure compliance with all regulatory bodies and standards including: OSHA, EPA, etc.
- Research environmental regulations to stay current with all safety & health changes in policy, methods, equipment needs, budget and departmental operations.
- Ability to assemble information and compile reports and documents.
- Ability to interpret and apply regulations and procedures.
- Presenting safety principles to staff in monthly/quarterly Safety meetings.
- Ability to actively research, writing, and reviewing of all correspondence, as well as provider information notices for facility, related to COVID.
- Responding to COVID-19 exposures in the workplace.
- Ability to manage onsite COVID-19 testing.
- Conduct COVID-19 safety assessments with Department managers/directors.
- Ability to communicate both verbally and in writing with all levels of employees and management.
- Ability to interact effectively with employees, management, consultants and government entities.
- Ability to recognize hazardous situations and suggest the corrective methods to comply with regulatory standards.
- Manage OSHA 300 reporting.
- Daily management of Workers Compensation program.
- Ability to conduct traditional and modern training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops, simulations etc.)
- Ability to identify future and current training needs.
- Ability to Monitor and evaluate training program's effectiveness and success.
- Effectively manage the training budget.
- Good organizational and planning skills.
- Other duties assigned.

**QUALIFICATIONS:**

- Bachelor's degree in any of the following fields: Education, Environmental health, Safety, Training.
- Minimum of 4 years' experience in occupational health & safety or an equivalent combination of education and experience.
- Certification as a Certified Safety Professional (CSP) and/or Associate Risk Management (ARM) preferred.
- Knowledge of Federal & Cal/OSHA regulations and other standards and codes.
- 2-3 years of experience as a Training Specialist or similar role designing and executing successful training programs.
- All applicants must be at least 21 years of age.
- Ability to maintain the highest degree of professionalism and confidentiality at all times.
- Ability to communicate with all levels of management.
- Outgoing, friendly, and professional with an organized approach.
- Strong attention to detail and ability to organize data.
- Previous training experience preferred.
- Ability to train, influence and motivate employees.
- Ability to prioritize, plan, multitask, and manage time and multiple responsibilities effectively.
- Strong writing and record keeping ability for reports and training manuals.
- Strong computer skills and proficiency with Microsoft Office products; specifically, Word, Excel, and Power point. AutoCAD experience desired.

POSTING DATE: October 8, 2020

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: November 6, 2020

CLOSING DATE: Until Filled.



**JOB TITLE: Hostess**

**STATUS: Part-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: November 6, 2020

CLOSING DATE: Until Filled.



**JOB TITLE: Dealer**

**STATUS: Part-Time**

**SUMMARY:**

Responsible for dealing the table game of “21” and providing customer service to guest playing the game.

**ESSENTIAL RESPONSIBILITIES:**

- Assist customers in the rules of play, insuring adherence to established rules, policies, and procedures.
- Shuffles and deals the card game of “21”, applying all rules and procedures relating to the game.
- Exchanges customer’s currency for gaming checks and deposits cash drop box on table.
- When required, signs for additional cash or checks during the game; responsible for maintaining security and safeguarding of checks during assigned game.
- Provide prompt and courteous service to guest by requesting drink or food service.
- Ensures that the table game area is suitable for guest by replacing chairs at tables and picking up any refuse on floor or at tables.

**QUALIFICATIONS:**

- Must have 1 year of “21” dealing experience or completion of “21” School.
- Have the ability to deal blackjack at an acceptable pace.
- All applicants must be at least 21 years of age.
- High school diploma or GED required.
- 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: November 20, 2020

CLOSING DATE: Until Filled.





**JOB TITLE: Building Maintenance Worker**

**STATUS: Full-Time**

**SUMMARY:**

Performs routine maintenance and construction tasks in addition to specialized carpentry projects for the Robinson Rancheria Casino & Bingo property.

**ESSENTIAL RESPONSIBILITIES:**

- Performs general maintenance by changing light bulbs, painting, repairing of tables and chairs, making adjustments on door locks; checking plumbing fixtures and changing washers when necessary.
- Constructs wood stands/booths, walls, partitions, cabinets, money drawers, etc.
- Builds picnic tables and sets up appropriate facilities for special events that includes portable stages, awnings, barbecues, etc.
- Changes air filters on air conditioning units; removes filters from smoke eaters and cleans in appropriate manner.
- Provides labor to contractors such as plumbing, electrical and excavation; requires digging, crawling in attic areas, carrying and lifting supplies and equipment.
- Assists freight trucks in unloading upon arrival.
- When necessary, assists the Housekeeping crew with more laborious tasks.
- Other duties as assigned.

**QUALIFICATIONS:**

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- General carpentry skills.
- Must have experience in building construction or laborer.
- Must have the ability and knowledge in operating equipment such as saws, air tools, grinders, torches, etc.
- 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: November 23, 2020

CLOSING DATE: Until Filled.