



WIN-RIVER RESORT & CASINO

JOB DESCRIPTION

JOB TITLE:	Banquets Bartender
DEPARTMENT:	Banquets
REPORTS TO:	Groups Sales Manager
SALARY:	Grade 3, Entry \$14.05/hourly
CLASSIFICATION:	Non-exempt
SUPERVISES:	None
JOB SUMMARY:	This team member serves guests and cocktail servers at banquets and functions by preparing alcoholic and non-alcoholic beverages

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Serves guests and cocktail servers
2. Prepares alcoholic and non-alcoholic beverages using standard recipes
3. Follows alcohol portion control
4. Cleans and stocks bars with all liquors, mixers, beers, and supplies
5. Has knowledge of food and beverage preparation, service standards, guest relations, and etiquette
6. Requests picture identification from guests as required
7. Removes empty and dirty glasses and returns them to the kitchen for washing
8. Breaks down bar and cleans area
9. Performs general cleaning tasks using standard cleaning products to adhere with health and safety standards
10. Attends training, safety, and department meetings as scheduled
11. Abides by all State, Federal, and local liquor regulations pertaining to serving alcoholic beverages to minors and intoxicated guests
12. Monitors use of alcoholic beverages; identifies guests showing signs of intoxication per applicable laws, regulations, and Resort & Casino SOPs
13. Performs all duties in a manner that continually supports the vision, mission, values, and principles of the Resort & Casino
14. Performs all duties in a manner that adheres to the guest service standards established by Win-River Resort & Casino's guest service program
15. Other duties as assigned by the Group Sales Manager

EDUCATION REQUIREMENTS

The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position, however, higher levels of education than required will be reflected during the recruitment process:

- A High School diploma, or the equivalent thereof, is preferred

EXPERIENCE AND KNOWLEDGE REQUIREMENTS

The experience and knowledge requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position, however, higher levels of experience and knowledge than required may be reflected during the recruitment process:

- Must be 21 years of age
- Three (3) year previous bartending experience required
- The ability to obtain and maintain TIPs (Training Intervention Procedures) is required
- Basic knowledge of all bar equipment and usage is required
- Knowledge of bar terminology and its application to service is required
- The ability to learn and operate a point-of-sale system to pre-check orders and close out checks is required
- Knowledge of food and beverage preparation, service standards, guest relations, and etiquette is required
- Food Handler card is required

PHYSICAL REQUIREMENTS

The physical requirements outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this job:

- Continuously stands, walks, reaches above/below shoulder level, and balances
- Frequently bends/stoops
- Occasionally climbs, kneels, squats, and crawls
- Continuously lifts/carries up to ten (10) pounds is required
- Frequently lifts/carries up to twenty five (25) pounds is required
- Occasionally lifts/carries up to one hundred (100) pounds is required
- Occasionally pushes/pulls up to one hundred (100) pounds is required
- A sufficient level dexterity of the hands, in order to use office equipment including, but not limited to a computer keyboard, calculator, general office equipment and multi-line telephone, is required
- The ability to transport trays of beverages and/or food items through a crowded room on a continuous basis throughout shift is required

WORKING CONDITIONS

The working conditions outlined here are representative of those that the team member will or may be exposed to while performing the functions of this job:

- While performing the duties of this job, the team member is frequently exposed to second-hand tobacco smoke
- While performing the duties of this job, the team member is usually subject to inside environmental conditions
- While performing the duties of this job, the team member may occasionally be subject to outside environmental conditions and to wet and/or humid conditions

OTHER INFORMATION

- Native American Preference Policy applies
- This individual must be able to meet the suitability requirements of the Redding Rancheria's Gaming Agency to obtain a gaming license
- Win-River Resort & Casino is a drug-free workplace
- This job description does not list all the duties of the job. You may be instructed by management to perform other tasks or functions
- This job description is not a contract for employment. Employment with Win-River Resort & Casino is considered "at-will"
- Must be able to comply with the Win-River Resort & Casino Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- Win-River Resort & Casino reserves the right to add, delete or modify without notice

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