



**Spokane Tribal Enterprises**  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 98 Wellpinit, WA 99040  
(509) 458-6578 / FAX (509) 458-6598

## **JOB ANNOUNCEMENT**

**Vacancy #** OCEO-18-016  
**Title:** Dining Room Cashier/Server  
**Supervisor:** Executive Chef  
**Location:** Two-Rivers Resort  
**Status:** Full-Time/Non-Exempt  
**Rate of Pay:** DOE/DOQ  
**Opening Date:** May 22, 2018  
**Closing Date:** Open Until Filled

### **SUMMARY**

The Dining Room Cashier/Server is responsible for providing fast, friendly and courteous service while taking food and drink orders and serving customers. Monitor customer needs, and perform duties requested by supervisory staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*(These functions are intended as a general illustration of the work performed in this job classification and are not all inclusive for this position)*

- Must adhere to the Spokane Tribal Enterprises Employee Handbook.
- Must adhere to our SMILE service standards by providing excellent customer service.
- Pleasantly takes orders and serve customers. Present checks to the guest, accepts payments and gives change when necessary. Will be required to operate a till.
- Is a courteous, friendly representative of the Two Rivers Resort Restaurant.
- Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports as well as confidentiality.
- Must work with other shifts to keep items stocked for the next shift.
- Will be required to clean dining area during slow business hours as well as maintain a clean and orderly work station.
- Must learn the menu and garnishes that accompany each plate.
- Must check plates to ensure order is correct and complete prior to serving.
- Must keep items stocked at all times.
- Maintain beverage center.

- Maintain salad bar.
- Occasionally required to serve alcoholic beverages, assess customers and follow serving protocol.
- Buss tables.
- Must have professional appearance and display professionalism.
- Must be able to work shift work, holidays, weekends and special events.
- Responsible for maintaining a regular and consistent attendance record.
- Works in an assigned area, such as dining room, and kitchen area and pleasantly takes orders and serves customers.
- Other duties as assigned.

### **GENERAL CONDITIONS**

Must have ability to:

- Communicate effectively with all levels of team members, customers and outside contacts.
- Work effectively in a fast-paced environment.
- Move around all work areas effectively and efficiently.
- Able to work periodically under conditions of extreme urgency (creating higher levels of job stress).

### **JOB QUALIFICATIONS**

- High School diploma or (GED) and one to two years experience in a similar capacity position.
- Cash handling experience required.
- Excellent Customer Service skills.
- Ability to be a team player as well as motivate employees.
- Ability to work independently and use good judgment.
- Good math skills.
- Be self-motivated and able to work without constant supervision.
- Possess great communication skills, both verbal and written, along with the ability to deal effectively with people in multifaceted work environment.
- Be able to work flexible shifts (all days of the week) and hours, holidays, and special events.
- Must obtain a food handlers card within 14 days of employment, and keep it current.
- Must obtain a Class 12 servers permit and keep it current.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to stand or walk for long periods of time. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee is frequently required to safely lift and carry up to 50 pounds. Specific vision abilities

required by this job include close vision, distance vision and color vision.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job the noise level in the work environment is usually moderate to loud.

### **REGULATORY AND COMPLIANCE RESPONSIBILITIES**

In addition to the other duties described herein, each and every employee has the following responsibilities related to compliance with laws and regulations:

- Attend required training sessions offered by the Spokane Tribal Enterprises.
- Perform the duties described in compliance with local laws and regulations.
- Have knowledge of the laws, policies, and procedures relating to the employee's department.
- Report illegal activity to Security or the appropriate levels of Management.

**Applications Are Available at the Spokane Tribal Enterprises Human Resources Department and can also be downloaded at [www.spokanetribe.com](http://www.spokanetribe.com)**

**Contact: Denise Abrahamson, Human Resources Director**

**P.O. Box 98**

**Wellpinit, WA 99040**

**Phone: 509.458.6578**

**Fax: 509.458.6598**

**E-mail: [Denise@spokoenterprises.com](mailto:Denise@spokoenterprises.com)**

**Spokane Tribal Enterprises Reserves the Right to Hire According to Its Indian Preference Policy**

**All Applicants are Subject to a Pre-Employment Drug Screening and Background Investigation**

**All Positions with the Spokane Tribal Enterprises are Subject to a 90-Day Orientation Period**