



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

## **JOB ANNOUNCEMENT**

**Vacancy #** OCEO-18-017  
**Title:** Dishwasher/Prep Cook  
**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**

Responsible for cleaning and monitoring tables for customer needs, collecting dirty dishes and running the dishwasher and duties requested by supervisory personnel, in an efficient courteous manner displaying a high standard of customer service as well as responsible for the preparation of all foods requiring pre-opening preparation, ensuring the efficiency of the line and kitchen operation on a scheduled shift is completed in accordance with the casino specifications and standards.

### **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.
- Responsible for clearing all tables as time allows.
- Responsible for overall dishwashing and kitchen clean up in accordance with kitchen procedures.
- Maintains cleanliness of all side stations.
- Responsible for stocking.
- Must be able to receive and check in food, supplies and other deliveries with accuracy as necessary.
- Responsible for preparing salads, dressings, and cold dishes.
- Responsible for preparing sandwiches on short order or in quantities.

- Performs as a team member with all restaurant and pertinent Spokane Tribal Enterprises employees in producing a smooth and efficiently run operation on a scheduled shift.
- Follows all recipes and control procedures.
- Slices cold meat and cheese and portions items.
- Responsible for maintaining a clean and sanitary area at all times in full accordance with State Health Regulations.
- 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 preferred.
- Excellent Customer Service skills.
- Ability to be a team player.
- Ability to work independently and use good judgment.
- Must obtain food handlers card within 30 days of employment 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 frequently required to walk and sit. The employee is frequently required to stand; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee regularly works around mechanical moving parts. The noise level in the work environment is usually moderate to loud.

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

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**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**