

## **JOB DESCRIPTION**

**POSITION:** Bartender

**POSTING DATE:** 01/12/2018

**LOCATION:** Resort Division

**WAGE:** \$8.50 per hour (tipped)

**CLOSING DATE:** Until Filled

**40 hours per week + Shift Differential**

**Reports directly to: Food & Beverage Supervisor**

Every employee of North Star Mohican Casino Resort is expected to greet and service our customers in a friendly, respectful manner and create a warm, fun atmosphere so that our customers feel welcome and enjoy visiting our establishment. North Star Mohican Casino Resort strives to provide a positive team environment where everyone contributes.

### **GENERAL RESPONSIBILITIES:**

Responsible for responding to guest and beverage staff requests in a timely manner. Provide prompt, efficient, and courteous service to guests. Greet guests positively, treating each person as an individual and in a professional manner.

### **STANDARD QUALIFICATIONS:**

All employees of North Star Mohican Casino Resort must meet the following qualifications.

1. Must submit to court records search/background review.
2. Must maintain an acceptable departmental attendance record.
3. Must submit and pass a pre-employment drug screening and health screening.
4. Must be able to work weekends, nights and holidays.
5. Must be at least 18 years of age.

### **EDUCATIONAL REQUIREMENTS:**

1. High School Diploma or GED is preferred. High School Diploma or GED is required if you are 19 years old and under.

### **DUTIES:**

1. Must attend all training provided by the North Star Mohican Casino Resort.
2. Must adhere to all established rules, regulations, procedures, and policies of North Star Mohican Casino Resort and the Food & Beverage Department.
3. Must participate in employee random drug testing program.
4. Must be able to work with a variety of people with diverse personalities.
5. Must attend all meetings, as assigned.
6. Must wear the approved departmental uniform.
7. Must be reliable and prompt when reporting to work.
8. Must maintain compliance with all workplace policies, procedures, ordinances, laws and other communicated expectations, including but not limited to: Employment Manual, gaming Ordinance, State Gaming Compact, Minimum Internal Controls, Department Procedures, memos and other communication from supervisory or regulatory personnel.

9. Accurately mix and serve beverages to guests following drink recipes. Manages and maintains the quality, consistency, and portion controls for all dispensed drinks.
10. Process monetary transactions with guests and beverage staff. Adhere to all revenue handling policies and procedures.
11. Maintain and verify cash drawer on a daily basis; keep cash drawer supplied with sufficient monies.
12. Maintain current knowledge of available beverages, drink mixing, and prices. Keep informed of continually changing beverage specials and property promotions.
13. Monitor guest needs on a continual basis ensuring all requests are promptly fulfilled.
14. Ensure proper identification and age of guests prior to serving alcoholic beverages.
15. Serve alcohol responsibly; watch for signs of intoxication and follow proper procedures to discontinue service when necessary.
16. Engage guests in conversation and make their experience memorable.
17. Report any guest concerns or complaints to immediate supervisor for resolution.
18. Maintain a safe and clean environment for guests and fellow associates.
19. Maintain proper stock of all product and supplies needed for service in assigned stations.
20. Be knowledgeable of the facility, as location of restrooms and telephones, hours of operations, etc., and efficiently handle guest inquiries.
21. Understand the goals and vision of the organization and demonstrate commitment to those goals in terms of individual and team performance.
22. Perform as a team member and assist fellow associates to ensure a smooth operation.
23. Prioritize and handle multiple tasks simultaneously.
24. Complete other duties as assigned

#### **QUALIFICATIONS:**

1. North Star Mohican Casino Resort is looking for a courteous and friendly individual.
2. Must possess good communication skills and possess ability to speak effectively and interact well with the customers and employees.
3. A minimum six (6) months bartending experience is required.
4. Must have completed/or will complete a Responsible Beverage Server class.
5. Basic knowledge of liquor products and drink recipes is required.
6. Must have basic math skills including addition and subtraction.
7. Previous cash handling experience is required.
8. Must have ability to remain calm and professional in a fast-paced environment.

#### **PHYSICAL REQUIREMENTS/WORK ENVIROMENT:**

1. Constant hand movements (repetitive motions: grasping, holding, use of finger dexterity).  
Required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.
2. Constant walking and standing which may include kneeling, crouching and bending.
3. Occasional pushing/pulling, lifting and/or moving up to thirty (30) pounds.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception and the ability to adjust and focus.
5. Work is generally performed in a casino setting with a higher noise level and where cigarette smoke is prevalent.
6. Work environment is **NOT** smoke, noise or dust free.

**SUBMIT APPLICATION TO:**

Human Resource Department  
North Star Mohican Casino Resort  
W12180 County Road A  
Bowler, WI 54416 or Email completed application to: [maureen.christensen@northstarcasinoresort.com](mailto:maureen.christensen@northstarcasinoresort.com)  
FAX completed application to (715)787-4113

**THE STOCKBRIDGE-MUNSEE COMMUNITY OPERATES AS AN EQUAL-OPPORTUNITY EMPLOYER; EXCEPT INDIAN PREFERENCE IS GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT PREFERENCE ORDINANCE.**

**WE ARE A DRUG-FREE EMPLOYER. CANDIDATES MUST PASS A DRUG SCREEN AND REMAIN DRUG FREE**

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**