



Tolowa Dee-ni' Nation/Lucky 7 Casino Enterprises



Position Description

Title: Lead Server

Department: (40) Restaurant

Class: Skilled

FLSA: Non-Exempt

Status: Full Time

Pay Grade: IV

Supervisor: Food and Beverage Manager

Subordinates: Servers

Effective Date: Revised September 2016

Position Summary:

Assist Food and Beverage Manager in all aspects of operating the Restaurant.

Essential Duties and Responsibilities:

- Understand completely all policies, procedures, standards, specifications, guidelines and training programs.
- Train Servers in procedures and standards.
- Ensure that all Guests feel welcome and are given responsive, friendly and courteous service at all times.
- Achieve company objectives in sales, service, quality, appearance of facility and sanitation and cleanliness through training of employees and creating a positive productive work environment..
- Take customer orders.
- Prepare and distribute food items to customers.
- Stock and replace all food items as needed.
- Control cash and other receipts by adhering to cash handling and reconciliation procedures in accordance with policies and procedures.
- Ensure all equipment is kept clean and kept in excellent working condition through personal inspection and by following the restaurant preventative maintenance program.
- Fully understand and comply with ABC, Federal, State, county and municipal regulations that pertain to health and safety.
- Provide advice and suggestions to the Food and Beverage Manager as needed.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- High school diploma or general education degree (GED); or one to three months related experience and/or training or equivalent combination of education and experience.
- Be 21 years of age.
- Be able to communicate and understand the predominant language of the lounge's trading area.
- Have knowledge of service and food and beverage, generally involving at least three years of bar experience and or assistant management positions.

- Qualified Indian Preference applies.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to add, subtracts, multiply, and divides in all measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Capable of common sense understanding to carry out detailed written or oral instructions. Capable of dealing with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must be able to pass extensive background investigation for the issuance, and retention, of gaming license. ABC Certification is required.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand walk and use hands to finger, handle, or feel. The employee is occasionally required to sit, each with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 lbs.

Vision Requirements:

- Close Vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish colors).

Work Environment:

While performing the duties of this job, the employee is regularly exposed to risk of electric shock. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate. Employee is regularly exposed to cigarette smoke).

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____