



Twenty-Nine Palms Enterprises Corporation Job Description



Job Title: Bar Back
Department: Food & Beverage
Reports To: Beverage Manager
FLSA Status: Non-Exempt
Prepared By: Sharon Marshall
Prepared Date: May 2, 2013
Approved/HR: Sharon Marshall
Approved/GM: Tom Sedlock
Approved Date:

SUMMARY:

Clean bar and equipment, and replenish bar supplies such as liquor, fruit, ice, and dishes by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement to be the premier entertainment experience in the Coachella Valley and the High Desert.
- Stock refrigerating units with wines, spirits, bottled beer, and other supplies as needed.
- Replace empty beer kegs with full ones.
- Slice and pit fruit used to garnish drinks, using proper knife handling skills.
- Wash glasses, bar, and equipment and polish bar fixtures.
- Arrange bottles and glassware to make attractive display.
- Clean bar area as part of side work assignment.
- Remove empty bottles and trash every day.
- Steam, clean/hose trash cans.
- Wash work tables, walls, refrigerators and floors under equipment.
- Sweep and mop the service areas including floor mats.
- Clean ceiling and/or ceiling tiles.

- Maintain a clean area at all times.
- Must wear uniform during work hours, meetings and training.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS)
- Present a positive image of the Casino to its guests and vendors, and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time by assisting in bartender duties exclusive of serving liquor and spirits.

SUPERVISORY RESPONSIBILITIES:

This job requires no supervisory responsibilities.

EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):

- High school diploma or equivalent preferred but not required.
- One to three months related experience and/or training; or equivalent combination of education and experience.
- Must have working knowledge and understanding of ABC liquor laws.

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- Must pass pre-employment and periodic random drug screens
- Must pass pre-placement physical
- Must obtain a Food Workers certificate
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment

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. Upon request, 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; walk; use hands to finger, cut, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

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

- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility.
- The Casino is not a smoke-free environment.
- The employee is regularly required to work under extreme temperature variations ranging from cold refrigeration units to extreme heat.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on a 24-hour, 7-day per week basis.

INDIAN PREFERENCE ACT:

The Twenty Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic group

I have read and understand all of the elements of the above Bar Back Job Description

Signature

Date