



## Twenty-Nine Palms Enterprises Corporation Job Description



**Job Title:** Steward  
**Department:** Kitchen  
**Reports To:** Kitchen Supervisor

### **SUMMARY:**

Clean kitchen area using proper chemicals and cleaning agents to manufacturers' guidelines. Maintain kitchen work areas and restaurant equipment and utensils in a clean and organized fashion. Maintain kitchen floors, drains, walls, worktables, equipment, sinks and ceilings clean and in good condition.

### **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.
- Scrape foods from dirty dishes and washes them by hand or places them in racks or conveyor to dishwashing machine.
- Clean dishwashing machine including traps, screens and delimes machine using proper chemicals while wearing protective gear.
- Wash pots, pans and trays.
- Sweep and mop kitchen floors including floor mats.
- Wash work tables, walls, refrigerators, and cutting boards.
- Segregate and remove trash and garbage and places it in designated containers.
- Steam cleans or hoses out garbage cans.
- Transfer supplies and equipment between storage and work areas.
- Wash and peel vegetables.
- Assist in the loading and unloading of goods and their distribution.
- Clean ceiling and/or ceiling tiles.
- Perform any general cleaning tasks using standard cleaning products as assigned to adhere to health and safety standards.
- Assist Banquet Manager in all aspects of banquet functions. Including set-up, operations and clean up.
- Present a positive image of the Casino to its guests and vendors and to assist them as required.

- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS)
- 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.

**SUPERVISORY RESPONSIBILITIES:**

This job requires no supervisory responsibilities.

**EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):**

- Less than high school education
- Chemical safety awareness.

**CERTIFICATION, LICENSES, AND ANY ADDITIONAL REQUIREMENTS:**

- Must pass pre-employment and periodic random drug screens.
- Must pass pre-employment physical
- Must obtain a Food Workers Certificate
- Must be able to pass backgrounds suitability investigation.
- Must obtain 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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit; stoop, kneel, crouch, or crawl; climb or balance, 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, 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.
- While performing the duties of this Job, the employee is frequently exposed to extreme cold and extreme heat. The employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

- 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 groups

**I have read and understand all of the elements of the above Steward Job Description.**

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**Signature**

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**Date**