****

**JOB DESCRIPTION**

**Native American Preference will apply in accordance with Tribal policies**

**JOB TITLE: Barback Revision Date: July 2014**

**SUPERVISOR: F&B Supervisor DEPARTMENT: Food & Beverage**

**SUPERVISORY RESPONSIBILITIES: None**

**SUMMARY:**

Supports bartenders by ensuring all supplies are stocked and the work area is neat and clean at all times. Occasionally assists other team members by serving guests.

**KNOWLEDGE AND CERTIFICATION, SKILLS AND ABILITIES**

*Knowledge and Certification*

Required:

 High school diploma or GED required

 At least 21 years of age

*Skills*

Required:

 Good verbal communication skills

 Customer service, interpersonal and teamwork skills necessary to maintain quality service delivery

 Accurate and detail-oriented

 Basic Math Skills

*Abilities*

Required:

 Ability to maintain high confidentiality

 Ability to independently manage multiple tasks in a professional manner

 Ability to work independently with minimal supervision

 Ability to work cooperatively with all departments

 Ability to independently lift up to 150 pounds daily

 Ability to prioritize tasks

 Ability to follow direction

 Ability to count back change

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Sets up and changes ashtrays in sports bar area.

2. Prepares snacks, garnishes and mixes.

3. Stocks paper supplies..

4. Checks, cleans and stocks glassware.

5. Sets up beer, liquor, liquor stock and wine stock.

6. Cleans ice bins and stocks ice.

7. Cleans bar top and countertops behind the bar.

8. Cleans all refrigerators.

9. Empties trash.

10. Cleans floor.

11. Cleans all equipment behind the bar.

12. Must adhere to the safety rules and regulations of the Running Creek Casino and of the

Food and Beverage department.

**PHYSICAL DEMANDS**

Must be able to communicate using written, oral, and computer methods. Must be able to walk and stand on feet for long periods of time. Must be able to work in a fast paced environment. Must be able to lift up to 150 lbs.

**WORKING ENVIRONMENT**

Office, gaming floor and convention center environment including flashing lights, frequent loud noises and cigarette smoke. Extensive computer use. Must handle hazardous materials. Must be flexible with work schedule. Must be willing to work any hours and/or shift, as assigned, according to business needs. Occasionally must deal with angry or hostile individuals. High volume direct public contact.

**DISCLAIMER AND CONDITIONS OF EMPLOYMENT**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

All Running Creek Casino employees are responsible to ensure that their designated operations are in compliance with Running Creek Casino policies, MICS, Tribal policies, State compact and Tribal gaming regulations.

Conditions of employment with the Running Creek Casino include passing a pre-employment drug test, a background investigation to secure a gaming license and successfully completing a three-month introductory period. Candidates for this position will be required to have dependable transportation available to them.