Vacancy Announcement

Title: **Utility Steward / DMO**

Reports To: Executive Chef

Location: Yreka, CA

Salary: $17.00 - $21.00 per hour, (DOE)

Classification: Part Time, Regular, Non-Exempt, Non-Entry Level

Summary: Ensure the flow of Food and Beverage equipment and supplies to kitchen outlets. Ensure proper rotation of food and cleaning products. Maintain floors and equipment in safe and sanitary manner. Receive and put away all food and related food supplies from receiving dock after Receiving Clerks check in deliveries. Fill in and perform Receiving Clerk's duties on his/her days off in addition to his/her own job responsibilities.

Application Deadline: *Open until filled.*

 Applications are available at all Tribal Offices or on the Internet at www.rainrockcasino.com, just click on the tab for Rain Rock Casino.   The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.rainrockcasino.com or by contacting the Human Resource Department, Telephone (530) 777-RAIN, Address: 777 Casino Way, Yreka, CA 96097, Email: dsanders@rainrockcasino.com

Position Description

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Responsibilities:

1. Stores and transports food, supplies, equipment, utensils, dish and glassware.
2. Maintain Dish Room in a clean, neat and orderly fashion.
3. Ensure that all food is transported, handled, correctly rotated, and stored in a wholesome, sanitary manner.
4. Maintain kitchen transport carts in a clean and sanitary manner.
5. Maintain dry storage, main, coolers, freezer and Satellite Freezer in a clean and sanitary fashion, correctly rotating all incoming product.
6. Take month end inventory following F&B P&P's using the scanning guns where applicable.
7. Make sure stations are stocked with proper freezer pulls utilizing correct thawing standards for all frozen product. This is done for each individual kitchen in advance for frozen product seeing to the needs for all shifts.
8. Maintain all food storage facilities in a clean and orderly fashion. Keep receiving dock clean and free of new product in a timely manner.
9. Keep an accurate inventory of products as required by the Sous-Chef on a bi-weekly basis.
10. After primary duties are fulfilled, assist in food preparation as directed by sous chef.
11. Promote and maintain a team environment at all times.
12. Provide information and explain Players Club benefits, property amenities & marketing programs to our guests.
13. Communicate effectively both orally and in writing.

14. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

WORKING CONDITIONS & ENVIRONMENT
1. The noise level in the work environment is usually loud.
2. Must be available to work in a smoke-filled environment.
3. Must be able to work all shifts, weekends, and holidays.
4. Must be able to lift and/or move up to 60 pounds.

Requirements:

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 and skills or abilities required.

1. Must be at least 21 years of age
2. Must possess current Food handler's card.
3. Must know all OSHA safety regulations and health department state and federal guidelines.
4. Must have past experience in inventory management/control and a good understanding of the FIFO System.
5. Must have a good understanding of time-temperature safety control.
6. Six (6) months experience working in a Kitchen environment.
7. Must possess reasonable ability to communicate in English.
8. Highly self-motivated and directed.
9. Good verbal and written communications skills.
10. Keen attention to detail.
11. Proven analytical, evaluative, and problem-solving abilities.
12. Ability to effectively prioritize and execute tasks in a high-pressure environment.
13. Extensive experience working in a team-oriented, collaborative environment.
14. Must possess and maintain a valid state driver's license and be insurable by the RRC's insurance carrier.
15. Willing to travel and participate in training as recommended or required.
16. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
17. Must have employment eligibility in the U.S.
18. Must adhere to confidentiality policy.
19. Must successfully pass a drug screening test and criminal background check.
20. Indian preference will be observed in the hiring process.

Veteran's Preference: It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

_____   _____   _____

Team Member Name   Signature   Date

_____   _____   _____

Team Leader Name   Signature   Date

Council Approved: *(date)*
Original to HR
Copy to Team Member
Copy to Team Leader