



100 KAWI PLACE, WILLITS, CA

PHONE: 707 459-7330

**JOB TITLE:** Concessions Cook/Cashier  
**DEPARTMENT:** Concessions  
**CLASSIFICATION:** Non-Exempt  
**WAGE:** \$18.00  
**SHIFT:** Varies; 40 hours/week  
**LOCATION:** Sherwood Valley Casino  
**REPORTS TO:** Concessions Manager

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**Scope of work:** Serve customers in a friendly and efficient manner. Prepare food. You must make sure all food is cooked and delivered in a timely, safe manner. Cleanliness and personal hygiene maintained at all times.

**Duties and responsibilities:**

Include but are not limited to the following

- Serve all guests in a courteous and friendly manner.
- Obtain and return work bank with minimal or no variances.
- Prepare pertinent documentation legibly and accurately.
- Prepare food orders in a timely and safe manner.
- Keep kitchen area clean and stocked at all times.
- Clean and stock area for next shift.
- Monitor food quality and quantity.
- Ensure all health and safety rules and regulations are met.
- Must be willing and able to work any shift and holidays according to established procedures.
- Other duties as assigned.
- Ensure **confidentiality** in all Sherwood Valley Rancheria Casino matters.

**Knowledge and abilities:**

- Ability to inform and communicate orally and in writing in diverse and challenging situations is required.
- Must be able to stand for long periods of time.
- Must be able to work with cleaning chemicals.
- Must possess the ability to interact with fellow employees, demonstrating respect, tact, courtesy, objectivity and maturity to develop an effective and cooperative working relationship.
- Must have initiative, self-motivation, good communication skills and the ability to operate in a team environment.
- Must be willing to work weekends, holidays and any shift.
- Must maintain a professional attitude at all times.
- Must be able to pass a drug test.

**Qualifications:**

- High School diploma or equivalent.
- No felony convictions. No money-related criminal convictions of any kind.
- Must not have any significant criminal history.
- Must sign a Confidentiality Agreement.
- Must agree to submit to random drug testing.
- Must maintain a home phone or point of contact.
- All applicants must be at least 18 years of age.
- Must be able to speak, read and write the English language.

**Work environment:**

In the entertainment industry, one may be subject to a work environment containing excessive **noise, smoke, and stress.**

**Indian Preference:**

**IN ACCORDANCE WITH TITLE VII OF THE 1964 CIVIL RIGHTS ACT, SECTION 701(B) AND 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS.**

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**Print Employee Name**

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**Date**

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**Employee Signature**

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**Supervisor Signature**

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**Date**