POSITION DESCRIPTION
Bay Mills Resort & Casinos

POSITION: WB F&B
LICENSED: No

DEPARTMENT: Wild Bluff Golf Course
GRADE: 5 ($8.50-12.75)

REPORTS TO: Lead WB F&B
STATUS: Non-Exempt

POSITION SUMMARY:
Under the supervision of the Lead WB F&B, the position serves drinks to guests of the organization in an efficient, friendly, and courteous manner according to established procedures.

Employees wishing to transfer to golf course positions will be able to maintain health benefits and anniversary date for leave accruals. However, employees will not be allowed to use vacation time during summer months. At the end of the golf season, employees will be allowed to transfer to other positions, based on availability, or be placed on lay-off. To maintain benefit eligibility, employee must return to full time regular employment at the end of the season.

ESSENTIAL FUNCTIONS:
1. Provides exemplary customer service by “Exceeding Expectations One Opportunity at a Time”.
2. Performs all duties of the Line Cook, as deemed necessary (see Line Cook Position Description).
3. Preparing the beverage cart, lounge, pavilion, and deck area before and after each session.
4. Responsible for slices and pits fruit for garnishing drinks, replenishes bar snacks, and arranges bottles and glasses to make attractive display.
5. Performs necessary tasks to service guests, taking and filling all food and drink orders and assisting in maintaining customers eating area in a clean and neat manner.
6. Mixes and serves alcoholic and nonalcoholic drinks to patrons of the bar following standard recipes with ingredients, such as liquor, soda, water, sugar, and bitters to prepare cocktails and other drinks.
7. Requests identification from customers when legal age is questioned.
8. Cuts off customers who have consumed too much alcohol in accordance to policy and procedure of Bay Mills Resort & Casinos.
9. Continuously monitors assigned areas for guests needs.
10. Responsible for the receipt of monies and the settlement of guests’ checks and balancing all transactions at the end of each shift.
11. Removes empty or dirty plates, glasses and cans and returns them to the bar or kitchen.
12. Responsible for maintaining a neat and clean appearance.
13. Responsible for learning and following the daily policies and procedures for Wild Bluff Golf Course and Bay Mills Resort & Casinos.
14. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Directing, including TIPS.
15. Other duties may be assigned within the scope and complexity of this position’s essential functions.

**PHYSICAL REQUIREMENTS:**
While performing the duties of this job, the employee is regularly required to walk and stand. Occasionally the employee must squat, push/pull, and crouch with frequent bending. The employee is occasionally required to use hands for firm manipulation and reach with hands and arms above shoulder level. The employee must occasionally lift and/or move up to 50 pounds. The employee is regularly exposed to marked changes in temperature and humidity and moving machinery, moderate noise, heat, smoke and hot surfaces involved in cooking food, grease and dirty surfaces, use of caustic chemicals. The employee may experience cuts, burns, sprains and strains.

**POSITION REQUIREMENTS:**
1. Must have a school diploma or equivalent.
2. Must be 18 years or older.
3. Bartending experience or training desired.
4. Must possess a personable, customer service attitude alone with the ability to handle multiple tasks simultaneously.
5. Requires the ability to record orders and enter into the point-of-sale (POS) computer system.
6. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.
7. Must have an excellent past work record, including attendance.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** OPEN UNTIL FILLED

**APPLY TO:** Send Resume and Application to:
Erin Forrester; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8526

eforrester@baymills.org
Subject: WB F&B

**Applications can be found on the Bay Mills website at [www.baymills.org](http://www.baymills.org) under the employment section**