

# PARAGON CASINO RESORT

## Job Description

### ROXY'S BUS PERSON

<b>Department:</b>	<b>Food &amp; Beverage</b>	<b>Reports to:</b>	<b>Roxy's Shift Supervisor</b>
<b>Job Code:</b>	<b>BUP01</b>	<b>License:</b>	<b>Non-Gaming</b>
<b>Position Code:</b>	<b>BUP003</b>	<b>Costing:</b>	<b>300 3010 3012</b>
<b>Pay Grade:</b>	<b>N2</b>	<b>Date:</b>	<b>03/22/12</b>
<b>EEO-1 Code:</b>	<b>9</b>		

#### **SUMMARY:**

Responsible for cleaning and resetting tables, monitoring tables for guest needs and duties requested by performing supervisory personnel, in an efficient courteous manner displaying a high standard of guest services.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Responsible for clearing all tables, resetting them for new seating; ensuring tables are set in accordance with venue standards and guests achieving a pleasurable dining experience.
- Responsible for approaching newly seated guests, serving them bread, water, etc. in a courteous manner.
- Assists Food Servers in serving the guests throughout their meal, observing the guests for any requests for service, clears all dishes from the table after guests are through eating, continually providing them with a clean, neat eating area.
- Works as a team member with venue hosts, supervisors, food servers and kitchen staff in maintaining a smooth and efficient operation.
- Responsible for stocking and putting up groceries in the kitchen area on a daily basis.
- Takes care of trash front and back of the house.
- Brings dishes and glassware into dish room.
- Scrapes food product into trash and into garbage cans. Helps dishwasher maintain a clean environment.
- Mops up spills in back and front of the house.
- Maintains cleanliness of all side stations, responsible for stocking.

#### ***Paragon Casino Resort requires all Associates to consistently:***

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.

- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

**REQUISITE QUALIFICATIONS:**

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED) preferred.

**Qualifications:** Strong organizational and interpersonal skills required.

**Must apply for, be granted and retain a valid Tribal Gaming License during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.**

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of guests or associates of the organization.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**Physical Demands:** The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand, walk sit and occasionally use hand to finger, handle or feel objects, tools or controls. The Associate is occasionally required to reach with hands and arms, and to sit, climb or balance and stoop, kneel, crouch or crawl.

The Associate must regularly lift and/or move up to twenty-five (25) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move more than one hundred (100) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. The casino environment is usually smoky.