

# PARAGON CASINO RESORT

## Job Description

### STEWARD

<b>Department:</b>	<b>Food &amp; Beverage</b>	<b>Reports to:</b>	<b>Lead Steward</b>
<b>Job Code:</b>	<b>KS01</b>	<b>License:</b>	<b>Non-Gaming</b>
<b>Position Code:</b>	<b>KS006</b>	<b>Costing:</b>	<b>300 3000 3003</b>
<b>Pay Grade:</b>	<b>N3</b>	<b>Date:</b>	<b>03/26/12</b>
<b>EEO-1 Code:</b>	<b>9</b>		

#### **SUMMARY:**

Responsible for the deep cleaning of the stove hoods, equipment and floors in assigned food preparation venues when restaurant is closed for operation in accordance with Paragon Casino Resort specifications and standards.

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

- Cleans all walls, surface of hoods, drains, rack areas and under equipment in food preparation areas.
- Cleans coolers and freezers.
- Cleans floors, drains, and sinks.
- Cleans kitchen equipment. Cleans kitchen grills after all food is removed.
- Cleans box room.
- Cleans interior walls of kitchens.
- Cleans soda machines, coffee machines and tea machines.
- Ensures adherence to all OSHA safety requirements, MSDS and company safety policies.
- Responsible for maintaining a clean and sanitary area at all times in full accordance with the Tunica-Biloxi Environmental Health department and State Health Regulations.

#### ***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 and State Gaming Certification 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 respond to common inquiries or complaints.

**Mathematical Skills:** Ability to work with mathematical concepts such as addition, subtraction and multiplication tables.

**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 use hands 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 is required to lift and/or move up to seventy-five (75) pounds. Must be able to bend, lift equipment, and climb a twelve (12) foot ladder.

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

While performing the duties of this job, the Associate regularly works near moving mechanical parts.

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