

PARAGON CASINO RESORT

Job Description

ADR UTILITY PERSON

Department:	Food & Beverage	Reports to:	Restaurant Manager
Job Code:	UTL02	License:	Non-Gaming
Position Code:	UTL002	Costing:	300 3000 3002
Pay Grade:	N3	Date:	03/15/24
EEO-1 Code:	9		

SUMMARY:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for keeping all of ADR clean. Microwaves, coolers, freezers, trash area and drink dispenser area.
- Performs as a team member with venue manager and leads and kitchen staff in maintaining a smooth and efficient operation.
- Responsible for supplying work station with all necessary working supplies on a continual basis i.e.; glasses, straws, napkins, etc. Refills and stocks condiments.
- Responsible ensuring cleanliness and hygiene of work area. Tabletops, chairs and floors are clean in accordance with Paragon Casino Resort standards.
- Maintains a stock of all necessary food and supplies in accordance to venue managers direction.
- Maintains a cleanliness of all side stations; responsible for stocking food products to a level established by the venue manager.
- Cross trains in all areas of operation to assist ADR Associates in their duties.
- Performs other duties as assigned.

Paragon Casino Resort requires all Associates to consistently:

- 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.

QUALIFICATION 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, 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 equivalent required. In-house training will be provided.

Special Qualifications: Strong organizational and interpersonal skills required.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to guests and other Associates of the organization.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight, measurement, volume, and distance.

Reasoning Ability: Ability to apply commonsense understanding to carry out simple one to two step instructions. Ability to deal with standardized situations with only occasional or no variables.

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 use hands to finger, handle, or feel objects, reach with hands and arms; and talk or hear. The Associate is frequently required to stand and walk.

The Associate is frequently required to lift up to 25 pounds. As a part of daily duties, the Associate is occasionally required to lift up to 50 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.