PARAGON CASINO RESORT

Job Description

CLUB PELICAN 777 UTILITY

Department:	**Food & Beverage**	**Reports to:**	**Club Shift Supervisor**
Job Code:	**UTL01**	**License:**	**Non-Gaming**
Position Code:	**UTL001**	**Costing:**	**300- 3510- 3512**
Pay Grade:	**N2**	**Date:**	**3/9/2026**
EEO-1 Code:	**9**		

SUMMARY:

Responsible for supplying required supplies to bar stations and maintaining cleanliness of all beverage areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Supplies bartenders and servers with glasses, straws, napkins, liquor, etc. as needed.
- Responsible for working with Bartenders in ensuring cleanliness and hygiene of work area, table tops, floors and bar equipment are in accordance with Paragon Casino Resort standards.
- Maintains a stock of all necessary beverage supplies.
- Refills and stocks condiment and barware.
- Participates as a team member with Bartenders, Servers, Supervisors and all other pertinent Paragon Casino Resort Associates in ensuring an efficiently run operation.
- Performs other duties as assigned.

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. In-house training will be provided.

Qualifications: Strong interpersonal and communicational 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.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions.

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 frequently is required to stand and walk.

The Associate is required to lift and push from twenty-five (25) pounds to fifty (50) pounds. Must be able to operate beverage cart (containing bottle water, beer, ice) for length of shift.

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 loud. The casino environment is usually smoky.