



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB POSTING

Opening Date: 07/02/2015 **Closing Date: 07/16/2015**

Position Title: Host/Cashier

Department: Tule River Economic Development Corporation

Work Schedule: Monday- Friday 8:00AM- 5:00PM

Wage Rate: Pay Range 1: \$8.00/ HR / Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER ECONOMIC DEVELOPMENT CORPORATON

31071 Hwy 190 Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Host/ Cashier

WORKSITE: Oak Pit Restaurant

615 N. Main Street

Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Host is responsible for providing excellent dining experience to our diversified guests.

DUTIES & RESPONSIBILITIES:

1. Exemplify excellent guest service and extensive food and beverage knowledge.
2. Must be able to describe Chef's special, featured wines/spirits, promotions, and thoroughly answer menu questions with confidence.
3. Take and fill orders for guests.
4. Perform proper table side wine service by way of describing, opening, and presenting wines.
5. Perform all cash exchanges, including receiving payment for food or drink from guests.
6. Assist guests with any special needs that may arise in a professional manner.
7. Accurately take all reservations.
8. Keep beverage area and work station clean and sanitized at all times.
9. Follow all company procedures and health regulations at all times.
10. Must attend and be certified in all applicable training programs required.
11. This position may require cross-training for front of house duties.
12. Perform tasks including bussing tables, seating guests and other departmental duties as assigned by immediate supervisor.

QUALIFICATIONS:

1. Must have excellent customer service skills.

Approved by TRTC: 05/13/13

2. Must have the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
3. Must be able to carry out multiple tasks with limited or without supervision.
4. Must practice good personal hygiene.
5. Must successfully complete a TB Skin Test.
6. Must successfully complete a pre-employment drug screen and background investigation.

PHYSICAL REQUIREMENTS/CONDITIONS:

1. While performing the duties of this job the employee is regularly required to talk, hear, stand for entire shift, walk, sit and to reach with hands and arms, use hand to finger, handle, or feel objects, tools or controls.
2. Occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
3. Must be able to operate in mentally and physically stressful situations.
4. Environment is of high humidity with extreme temperatures.
5. Must be able to lift and carry up to 50 pounds.
6. Must be able to work in a fast paced environment.
7. Noise level is low to moderate when in kitchen.
8. Must be able to perform all essential duties of the job with or without reasonable accommodation.

This position reports to: Assistant Manager/ Manager

Supervises: None

Salary Ranges: Pay Range 1: \$8.00-\$10.21/ Hr.
Paid Bi-Weekly/ Overtime Eligible

Working hours: Varies

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTION 472 AND 473).