

Luna County
Position Description

Position Title: Part Time-Concession/Wait Staff / Bartender/Security
POSTED: Tuesday, 2/10/15 @ 9:00 a.m. CLOSES: When positions filled

Salaried(Y/N) : N Salary Range: Hourly + Tips Shift: Varies – Nights and weekend Location: Starmax	Department: Starmax Program: Supervisor: Bar Manager, Starmax Assistant Director, Starmax Director
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Summary: Under direction of the Bar Manager, Director, or designee, performs a variety of work as assigned in a wide range of areas dealing with excellent customer service. Demonstrates strong ethical, professional, service oriented customer service providing an overall excellent guest experience. Responsibilities include greeting customers, taking and serving food/drink orders, compliance with the NM Alcohol Servers statute, health department rules and regulations and Starmax customer service guidelines.

Essential Duties & Responsibilities: The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Duties & Responsibilities:

- Provide excellent customer service that promote satisfaction
- Greet customers and present menu
- Make recommendations or share additional information upon request
- Take and serve food/drinks orders
- Arrange table settings and maintain tables clean and tidy
- Check products for quality and correct any problems that keep customers from enjoying their meal/drink
- Deliver checks and collect payments
- Cooperate and work with all serving and kitchen staff
- Follow all relevant health department rules/regulations and all customer service guidelines
- Other duties as assigned

Minimum Qualification Standards:

- Minimum 21 Years of age to Bartend
- Minimum 19 years of age to serve (Wait staff)
- Ability to develop constructive working and interpersonal relationships with colleagues and customers
- Problem solving and decision making skills
- Service orientation and excellent organizational skills
- Hands on experience with cash register and any ordering information system
- Active listening and effective communication competencies
- High school diploma; food safety training will be considered an asset
- Must be able to pass a pre-employment drug screen

Applicant Declaration

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, have no limitations that would prevent me from performing these duties as indicated.

Signature _____ Date _____