



## **Vacancy Announcement**

**Title:** Hostess

**Reports To:** F&B Manager

**Location:** Yreka, CA

**Salary:** \$12.00 per hour

**Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level

**Summary:** Greet, seat and cater to the needs of our guest in a fine dining restaurant.

### **Application Deadline: March 15, 2018 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.rainrockcasino.com](http://www.rainrockcasino.com), just click on the tab for Rain Rock Casino. The Karuk Tribe's (TERO) **Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.rainrockcasino.com](http://www.rainrockcasino.com) or by contacting the Human Resource Department, Telephone (530) 777-RAIN, Address: 777 Casino Way, Yreka, CA 96097, Email: [dbernal@rainrockcasino.com](mailto:dbernal@rainrockcasino.com)



## **Position Description**

**Title:** Hostess  
**Reports to:** F & B Manager  
**Location:** Yreka, CA  
**Salary:** \$12.00 per hour  
**Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level

### **Summary:**

Greet, seat and cater to the needs of our guests in a fine dining restaurant.

### **Responsibilities:**

1. Politely and courteously greet guests entering the restaurant.
2. Takes reservations and maintains the reservation book.
3. Assist Food Servers in guest service as needed.
4. Full knowledge of all Food & Beverage outlets.
5. Maintain knowledge of current menu and/or specials.
6. Complete side work duties and document on form.
7. Maintain appearance standards as outlined in departmental and RRC and Hotel policies.
8. Answer the phone, and keeps an accurate transfer list of department phone extensions.
9. Promote and maintain a team environment at all times.
10. Provide information and explain Players Club benefits, property amenities & marketing programs to our guests.
11. Communicate effectively both orally and in writing.
12. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

### **WORKING CONDITIONS & ENVIRONMENT**

1. The noise level in the work environment is usually loud.
2. Must be available to work in a smoke-filled environment.
3. Must be able to work all shifts, weekends, and holidays.
4. Must be able to lift and/or move up to 60 pounds.

**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 and skills or abilities required.

1. Must be at least 18 years of age
2. High School diploma or GED (required).
3. Must possess current Food Handlers card.
4. Apply common sense understanding to carry out simple one or two step instructions.
5. Fine dining guest relations history preferred.
6. Must possess reasonable ability to communicate in English.
7. Highly self-motivated and directed.
8. Good verbal and written communications skills.
9. Keen attention to detail.
10. Proven analytical, evaluative, and problem-solving abilities.
11. Ability to effectively prioritize and execute tasks in a high-pressure environment.
12. Extensive experience working in a team-oriented, collaborative environment.
13. Must possess and maintain a valid state driver’s license and be insurable by the RRC’s insurance carrier.
14. Willing to travel and participate in training as recommended or required.
15. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
16. Must have employment eligibility in the U.S.
17. Must adhere to confidentiality policy.
18. Must successfully pass a drug screening test and criminal background check.
19. Indian preference will be observed in the hiring process.

**Veteran’s Preference:** It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran’s Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

Team Member Name	Signature	Date

Team Leader Name	Signature	Date

**Council Approved:** *(date)*  
 Original to HR  
 Copy to Team Member  
 Copy to Team Leader