

HATCH VALLEY GRILL CREW LEADER

Position Announcement
(In-House/Tribal Member)

JOB SUMMARY:

The Crew Leader is responsible for leadership, shift activities, and success of the Hatch Valley Grill Restaurant when the restaurant manager and assistant manager are not present.

TITLE:	Crew Leader
DEPARTMENT:	Economic Development
SUPERVISOR:	Restaurant Manager
OPENS:	December 7, 2017
CLOSES:	December 15, 2017
STATUS:	Full-Time
SALARY:	\$10.00 to \$12.00 Depends on Qualifications

DUTIES & RESPONSIBILITIES:

- Assists the manager and assistant manager by managing the shift by shift activities of the Hatch Valley Grill.
- Must be able to model to subordinates as well as to provide excellent customer service to patrons.
- Ensures a clean and safe work environment for employees and customers.
- Ensures all policies and procedures are followed.
- Know and follows all applicable OSHA, federal, and tribal laws and regulations.
- All other duties as assigned or required.

MINIMUM QUALIFICATIONS:

- Two years related experience in the restaurant field.
- Must have excellent customer service skills and have the ability to engage with customers.
- The applicant must be able to maintain a variety of records and reports; and possess knowledge of restaurant operations, cashiering and inventory methods.
- Must be able to handle cash transactions, be responsible for general cleanup, restocking of inventory and performing all related duties as necessary.
- Ability to stand and/or walk for an entire shift and occasionally lift and/or carry up to 60 pounds.
- Ability to push/pull with arms up to a force of 20 pounds; bend at waist with some twisting; grasp, reach and manipulate objects with hands all day.
- Be able to work all shifts including evening, weekend and holidays and must be able to closely follow written and oral instructions.
- Must have a high school diploma or GED.
- Must pass a fingerprint and criminal background check according to P.L. 101-630 standards.

DRUG-FREE WORKPLACE POLICY: The Kaibab Paiute Tribe has a 'zero tolerance' workplace drug policy, this position requires pre-employment drug testing.

Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record and two completed fingerprint cards (available at the Human Resource Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND
ADHERES TO THE INDIAN PREFERENCE ACT