

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Wait Staff**

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<b>EXEMPT: No</b>	<b>JOB CODE: 5-SA T4</b>
<b>TARGET SALARY: \$8.80 to \$10.35/DOQ</b>	<b>SHIFT: Flex</b>
<b>PROGRAM: Warmhouse Cafe</b>	<b>LOCATION: Cafe</b>
<b>REPORTS TO: Manager/Shift Cook</b>	

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**SUMMARY:** Serves food to patrons at counters and tables where food service is informal, and high paced.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Prepare tables for customers.

Present menu, answer questions, and makes suggestions regarding food and service.

Writes order on check or memorizes and entering orders into computer system.

Relays order to kitchen and serves courses from kitchen and service bars.

Deliver meals to customers.

Observe guests to respond to additional requests and to determine when meal has been completed.

Totals bill and accepts payment, by using point of sale register & credit care machine.

Ladle soup, prepare salads, portion pies and desserts, and brew coffee.

Clear and reset counters or tables at conclusion of each customer.

At the end of each shift restock salt, pepper, sugar, cream, salad items, napkins, ketchup, and silverware.

Clean and sweep, at the end of each shift.

Approved 06/11/03  
Revised 02/27/07  
Revised 05/05/15  
Revised 11/29/17  
Revised 06/19/18  
Revised 11/14/19

Keep seating, tables, windows clean.

Wash dishes and bus tables.

Responsible for closing out the till at the end of closing shift, prepare money for nightly deposit, prepare deposit sheet, and ensure the till has the proper start-up cash for the morning shift.

**QUALIFICATIONS** 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, 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). OR

Two years related experience and/or training.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

**Preferred:** Have a valid Washington state Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

Must have a current Food Handlers permit.

## **OTHER QUALIFICATIONS**

### **OTHER SKILLS AND ABILITIES**

Ability to maintain effective working relationships with others.

Ability to multitask in a fast paced environment

Ability to be professional and courteous at all times.

Ability to communicate effectively.

Ability to work flexible hours according to the needs of the Warmhouse.

Must submit to and clear a pre-employment alcohol and drug test, and will be subject to random thereafter.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is occasionally required to be on your feet for long periods of time. The employee must occasionally lift and/or move up to 40 pounds.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to hot and humid conditions. The noise level in the work environment is usually moderate.

### **HAZARDS**

Potential contact with dissatisfied or abuse customers.

### **SPECIAL WORK SCHEDULE:**

This is a full-time Flex position, it is not a 8:00 a.m. to 5:00 p.m. Monday - Friday, it will work shifts, evenings and weekends, holidays as well as some weekday hours, Schedule to be determined by the Manager (Restaurant Manager) .

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of

the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council  
Human Resources  
P.O. Box 115  
**71 Makah Bay Drive**  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [katherine.thompson@makah.com](mailto:katherine.thompson@makah.com)

**OPEN: November 15, 2019**  
**CLOSE: December 3, 2019**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.