



**ACOMA BUSINESS ENTERPRISES  
VACANCY ANNOUNCEMENT**

JOB TITLE:	Waitperson	DEPARTMENT:	Food & Beverage
SUPERVISOR:	Restaurant Manager	FLSA STATUS:	Non-Exempt
OPENING DATE:	03/01/2010	CLOSING DATE:	Open Until Filled (not to exceed 30 days)

***Summary of Responsibilities:***

This position works under the general supervision of the Restaurant Manager, and specifically is directed by Host or Hostess on duty. The Waitperson receives orders and serves food and beverages to guests in a friendly, efficient manner. The Waitperson will follow standard ordering and check procedures, maintains cleanliness of tables, workstation, work area, and restaurant facility. The Waitperson is expected to serve as a public relations ambassador for all Acoma Business Enterprises and must be courteous and helpful to customers at all times. Other related duties may be directed by management.

***Essential Duties and Responsibilities:***

- Responsible for prompt, efficient and courteous service of food and beverages to restaurant guests.
- Takes orders from guests for food or beverage, writing order down or memorizing it.
- Presents menus to guests, suggests food or beverage selections, including specials/features, and answers questions regarding preparation and service.

***Skills, Abilities, Equipment Used and Knowledge:***

- Must have an aptitude for guest services and ability to remain calm and cheerful in stressful situations.
- Must possess skill for attention to detail in cash transactions and ability to follow monetary control procedure.
- Must be able to work in a fast-paced department and be aware of relevant hazards.

***Education/Experience***

- High School Diploma, GED, or equivalent helpful.
- Basic math, reading, writing required.
- Must be able to obtain an Acoma Gaming License.

**To Apply: Submit application to the Human Resources Department.**

Except for Acoma or Indian Preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, or age.