

**Date Open: 1/17/2023**  
**Application Deadline: 1/24/2023**

## PARAGON CASINO RESORT

### Job Description

### CAFÉ PARAGON LEAD

<b>Department:</b>	<b>Food &amp; Beverage</b>	<b>Reports to:</b>	<b>Roxy's Manager</b>
<b>Job Code:</b>	<b>LF02</b>	<b>License:</b>	<b>Non-Gaming</b>
<b>Position Code:</b>	<b>LF008</b>	<b>Costing:</b>	<b>300 3010 3020</b>
<b>Pay Grade:</b>	<b>N5</b>	<b>Date:</b>	<b>11/7/19</b>
<b>EEO-1 Code:</b>	<b>9</b>		

#### **SUMMARY:**

Responsible for ensuring that all preparation and service standards are performed in a smooth, efficient and prompt manner, providing the highest standard of guest service in accordance with Paragon Casino Resort specifications and standards.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Responsible for preparing, seasoning, finishing and garnishing all food in the kitchen in accordance with established recipes.
- Responsible for coordinating the prompt pick up of food items from guests by the sales staff.
- Assists management with recipes on a daily basis through MMS. Follows all recipe and control procedures.
- Ensures all food preparation and final food production is in compliance with Paragon Casino Resort standards.
- Responsible for all communication between kitchen line and customer service line.
- Assists management with on going training of Café Paragon associates.
- Maintains a clean and sanitary area at all times in full accordance with State Health Regulations.
- Participates as a team member with Servers, Cooks, Supervisors and any pertinent Paragon Casino Resort Associate in producing a smoothly and efficiently run operation that meets the highest standards of Guest Services.
- In the absence of the manager, will run micros reports and will be responsible for order and staff supervision.
- Promotes positive Guest relations through prompt, courteous and efficient service.
- Performs other non-gaming duties as assigned.

#### ***Paragon Casino Resort requires all Associates to consistently:***

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

**REQUISITE QUALIFICATIONS:**

The requisite qualifications 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) and two years restaurant experience is preferred.

**Qualifications:** Strong organizational and interpersonal skills required.

**Must apply for, be granted and retain a valid Tribal Gaming License during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.**

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of Guests or Associates of the organization.

**Mathematical Skills:** Ability to work with mathematical concepts such as addition, subtraction, and multiplication tables. Ability to add and subtract two digit numbers to multiply and divide with 10’s and 100’s, ability to perform these operations using units of American money.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Physical Demands:** The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to find, handle, or feel objects, tools, or controls. The Associate is occasionally required to reach with hands and arms, and climb or balance; and stoop, kneel, crouch or crawl.

The Associate is required to lift and/or move up to twenty-five (25) pounds and occasionally required to lift up to fifty (50) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Associate regularly works around mechanical moving parts.

The noise level in the work environment is usually moderate. When on the casino floor, the noise level increases to loud. The casino environment is usually smoky.