



Kla-Mo-Ya Casino, Corporation

34333 Hwy 97 N ♦ Chiloquin, OR 97624 ♦ 541.783.7529

www.klamovacasin.com

HOTEL BREAKFAST ATTENDANT

REPORTING TO:	Front Desk Supervisor
CLASSIFICATION:	Non-Management, Hourly, Regular, Full-Time
SECURITY CLEARANCE:	NONE
BENEFITS:	Eligible employees (working 30 hours or more) to receive medical, dental, and vision insurance, 401 (k) retirement plan, life and accidental death and dismemberment insurance, flexible spending accounts, supplemental life insurance, and employee assistance program. Additional benefits include company paid holidays, sick leave, vacation, paid jury duty, paid bereavement leave, and employee discounts.

INTRODUCTION

The primary responsibility of the Breakfast Attendant is to prepare the breakfast area for guests and provide service to guests. The Breakfast Attendant works under the direct supervision of the Hotel Manager and Hotel Front Desk Supervisor, who provides general direction. Work is assigned in terms of urgency and objectives. This position must be able to work independently and follow instructions.

MAJOR DUTIES AND RESPONSIBILITIES

- Responsible for preparing and replenishing all condiments, utensils and napkins for guests. Maintain coffee machine, soda/juice machines, and keep areas clean.
- Remove soiled dishes, glasses, and flatware from tables in a timely manner.
- Maintain clean and sanitary tables and work station.
- Ensure that everything is stocked at the end of shift, such as dishes, towels, glasses, cups, silverware, etc.
- Maintain the organization and cleanliness of the Breakfast Storage Room, by sweeping, mopping, and organizing supplies daily.
- Assist in maintaining proper inventory levels and ordering.
- Work as a team player and maintain a courteous and professional attitude at all times in order to ensure a smooth and consistent level of efficient customer service.

ADDITIONAL DUTIES

- Adheres to Kla-Mo-Ya Casino Corp. standards for guest service and confidentiality.
- Refers guest problems or complaints to appropriate supervisors.
- Reports and documents any observed or known safety hazard, conditions or unsafe practices and procedures to management immediately.
- Performs other job-related duties as directed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read and interpret regulations, safety rules, operating and maintenance instructions and procedure manuals as related to the breakfast area.
- Ability to function effectively under pressure of time and/or several demands of several tasks at once.
- Ability to stand for long periods of time and to lift up to 30 lbs.
- Ability to speak and communicate in a clear and concise manner in order to provide efficient customer service.
- Skilled in the area of courteous and professional customer service.
- Willingness and ability to work irregular schedules, which includes early mornings and weekends.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.



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SUPERVISORY CONTROLS The Breakfast Attendant works under the direct supervision of the Hotel Manager, who provides general direction. Work is assigned in the terms of urgency and objectives. This position must be able to work independently and follow instructions.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- High School Diploma or equivalent. **PREFERRED**
- Must be at least eighteen (18) years of age. **REQUIRED**
- One (1) year previous work experience in food service and customer service. **PREFERRED**
- Black non-skid shoes and black pants. **REQUIRED**
- Current Food Handler's certification. **REQUIRED**
- Must be reliable and dependable. **REQUIRED**
- Good communication and interpersonal relationship skills. **REQUIRED**
- Must submit to and clear an Alcohol/Drug Screen. **REQUIRED**
- Must pass pre-employment background check. **REQUIRED**
- Indian Preference will apply.

COVID-19 CONSIDERATIONS

All Team Members are required under The Klamath Tribes' Mandatory COVID-19 Vaccination Policy to be fully vaccinated for COVID-19, unless they have an approved medical or religious exemption. In addition, All Team Members are required to self-report on the Kokomo system, temperature check and face coverings are required for everyone. Sanitation and cleanliness protocols are strictly enforced. These guidelines may change as needed and advised.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with KLA-MO-YA Casino Corporation.

Employee Signature

Date