



Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, Alaska 99639

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ninilchiktribe-nsn.gov

DELI WORKER/BARISTA VACANCY ANNOUNCEMENT

ANNOUNCEMENT DATE: April 14, 2017

POSITION TITLE: Deli Worker/Barista

SALARY: DOE

POSITION TYPE: Full-Time (Depending Upon Hours Needed & Funding)

CLOSING DATE: When Filled

POSITION BEGINS: When Filled

LOCATION: Anchor Point, AK

POSITION SUMMARY: This position provides excellent customer support to all patrons in order to accomplish the functions of the Ninilchik Traditional Council's business, 'The Cheeky Moose'. In addition, this position performs a variety of functions and technical duties related to The Cheeky Moose facility operations and administrative duties, custodial chores, reception, food and coffee preparation.

ESSENTIAL FUNCTIONS, REQUIREMENTS:

1. Creates, develops, and nurtures culturally appropriate interactions and connections with customers, vendors and the community.
2. Maintains all areas and workspaces sanitized, neat and clean.
3. Identifies potential problems and makes recommendations for resolution.
4. Maintain petty cash, receipts and weekly/daily monetary reconciliations.
5. Prepares food, laundry, tanning and shower contract forms, obtains signatures, collects deposits and issues membership cards to customers.
6. Introduce and familiarize customers to the facility, facility equipment and demonstrate knowledge, operation and be able to explain equipment operation.
7. Shares and receives information, opinions, concerns, and feedback in a supportive manner.
8. Adhere to the agreed procedures for maintaining an immaculate facility by keeping all areas clean, neat, and orderly and by sanitizing all surfaces that communicable germs may exist according to OSHA/DEC standards.
9. Completes a variety of administrative and clerical functions related to facility operations.
10. Maintains compliance with DEC/OSHA to safeguard from any foodborne illnesses or accidents.
11. Prior to opening prepare food areas, shower, laundry and tanning areas for customers.
12. Receives coffee and food orders per current menu and per customer's order, prepares deli products, answer phones, schedule customers for tanning appointments, clean bathrooms, tanning booth, washers and dryers after each use and ensures that meter card machines are in working order, soap dispenser machines are full and in working order and collects payment for metered cards.
13. Ensures accurate up to date customer demographic information as needed.
14. Maintains file system/inventory system for all supplies related to the operations of the business. If necessary, requests clarification, correction, or additional information required to complete required tasks.
15. Other duties or tasks as assigned by The Cheeky Moose Manager, NTC Executive Director, or designee.

WORKFORCE DEVELOPMENT, SKILLS & ABILITIES:

1. Maintain CPR, First Aid, Food Worker Card and OSHA training certifications.
2. Proven ability to deliver high quality, customer services and support.
3. Demonstrated ability to effectively operate all facility equipment.
4. Ability to work cooperatively with others in a team environment.
5. Ability to handle multiple tasks at one time.
6. Demonstrated ability to enter information into the system using database programs, manipulate information in the system, and obtain reports from the information entered.
7. Demonstrated ability to maintain quality, safety and infection control standards, according to DEC/OSHA guidelines.
8. Provide direct instruction for facility equipment.
9. Ability to follow instructions in completing assigned tasks.
10. Must be flexible and punctual with regards to time shifts including split shifts, nights and weekends.

STATEMENT OF QUALIFICATIONS:

- One year Barista or similar experience working in the food service or hospitality industry.
- Understanding and application of basic business cash management principles is required.
- High School Graduate or GED.
- Must pass through a criminal background check with acceptable standards of character.
- Must have strong computer skills and proficiency in the use of appropriate computer based software.
- Must pass pre-employment drug test, and will be subject to ongoing testing in accordance with NTC policies and procedures.

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

OTHER:

This position will be under the direct supervision of The Cheeky Moose Manager. All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov . Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

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Concurrent Out/In House Posting