

HOULTON BAND OF MALISEET INDIANS

Job Description

Approved by Council: 2/06/2024

Kitchen Staff/ Wait Staff

STATUS: Part Time 16 hours

SUPERVISED BY: WPC Manager

SALARY RANGE: \$15.00

Wait Staff Pay Rate \$7.07 Plus Tips When waiting Tables

- **ROLE: Represent WPC as a Team Member with Great Customer Service and Positive Attitude**

POSITION RESPONSIBILITIES:

- **WAITRESS**
- **DISHWASHING**
- **ASSIST MAIN CHEF AS NEEDED**
- **CASHIER**
- **CLEANING-SWEEPING, MOPPING, BUS TABLES**
- **AVAILABLE FOR WORK DURING ALL EVENTS WHEN CATERED**
- **WILLING TO COME IN TO WORK ON AN, AS NEEDED BASIS, WHEN EXTREMELY BUSY**

MINIMUM QUALIFICATIONS:

High School Graduate

Experience with Waitressing

Experience with Cashiering

Experience with Money Handling

Experience with Customer Service

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities

Bending	O	Sitting	F	<i>N (Not Applicable)</i>
Carrying	F	Standing	F	<i>O (Occasionally) up to 2 hours a day</i>
Driving	O	Talking	F	<i>F (Frequently) 2-6 hours a day</i>
Handling	F	Walking	F	<i>C (Constantly) over six hours a day</i>
Hearing	O	<u>Lift/Carry</u>		

Keyboarding N 50 lbs. or less F
Kneeling N Push/Pull
Reaching F 50 lbs. or less F

Applications are available to download at our website maliseets.net, at the front desk of the Administration Building or by mail or email. If you would like an application or further information on the job description please contact the Human Resources Coordinator at 532-4273 or e-mail hr@maliseets.com.

Applications will be accepted until close of business February 26th, 2024

TO APPLY:

Submit an application to:
Houlton Band of Maliseet Indians
Attn: Jessica Huff
88 Bell Road
Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.