



QUILEUTE TRIBAL ENTERPRISES

HUMAN RESOURCES DEPT.

P.O. Box 67, La Push, WA 98350

(360) 640-5613

Position: Part-Time Enterprise Waitstaff (*Flexible Availability Required*)
Supervisor: Restaurant Manager
Location: Rivers Edge Restaurant
Salary: \$17.50/hour plus tips

POSITION SUMMARY:

Do you love great food, great people, and creating memorable experiences? As a Restaurant Waitstaff Team Member, you'll help deliver exceptional guest service with a friendly attitude, positive energy, and a welcoming smile. If you enjoy working in a fast-paced environment, being part of a team, and making guests feel at home, we'd love to have you join us!

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Greet guests promptly and warmly, creating a welcoming dining experience from arrival to departure.
- Present menus, answer questions regarding menu items, specials, ingredients, and preparation methods.
- Accurately take food and beverage orders and enter orders into the point-of-sale (POS) system.
- Serve food and beverages in a timely, professional, and courteous manner.
- Monitor guest satisfaction throughout the dining experience and promptly address concerns or communicate issues to management.
- Maintain knowledge of menu offerings, daily specials, promotions, and beverage selections.
- Process guest payments accurately, including cash, credit card, and other accepted payment methods.
- Maintain assigned work areas, dining rooms, service stations, and beverage stations in a clean, organized, and sanitary condition.
- Refill beverages, clear tables, and reset dining areas efficiently to support guest service and table turnover.
- Comply with all food safety, sanitation, health, and alcohol service regulations and company policies.

- Work collaboratively with kitchen staff, fellow servers, hosts, and management to ensure efficient operations and exceptional guest service.
- Assist with opening, closing, and side work duties, including stocking supplies, cleaning, and preparing service areas.
- Maintain a professional appearance, positive attitude, and respectful demeanor with guests, coworkers, and management at all times.
- Follow all company policies, procedures, schedules, and directives as assigned.
- Perform other duties as assigned to support restaurant operations.

QUALIFICATIONS

- High school diploma or GED preferred.
- Previous restaurant, hospitality, customer service, or food service experience preferred, but not required.
- Exceptional customer service and interpersonal communication skills.
- Friendly, outgoing personality with a positive and professional attitude.
- Ability to work effectively in a fast-paced environment while maintaining attention to detail.
- Strong teamwork skills and willingness to assist coworkers as needed.
- Ability to follow written and verbal instructions.
- Basic math skills and ability to accurately handle cash and process transactions.
- Dependable attendance and punctuality.
- Ability to maintain confidentiality and professionalism at all times.
- Flexible availability, including evenings, weekends, holidays, and special events as business needs require.
- Ability to obtain and maintain any required food handler permits, alcohol server permits, or other certifications required by law or company policy.

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended periods of time.
- Ability to regularly lift and carry up to 25 pounds.
- Ability to bend, reach, stoop, and perform repetitive motions.
- Ability to work in a busy restaurant environment with varying noise levels.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY

Applications can be downloaded at www.quileutenation.org/job-openings/

Send Application Package Via email: gte.hr@quileutetribe.com

-OR-

**The Quileute Tribal Enterprise
Human Resources Department
P.O. Box 67
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**Preferred**)
3. Resume (**Preferred**)
4. Tribal Enrollment Verification (**if applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)

NOTE: Incomplete applications will not be considered.