



**MENOMINEE**  
CASINO RESORT

## Menominee Casino Resort

### 2nd Posting

**Position** Sales & Catering Clerk

**Job Status** Full-Time

**Minimum Age** 21

**Wage** \$ NEGOTIABLE \$

**Date Posted** Wednesday, August 31, 2022 8:00:00 AM

**Date Closed** Thursday, September 15, 2022 4:30:00 PM

*FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.*

### SUMMARY

The Sales & Catering Clerk shall be responsible for providing assistance for all functions of the Convention Center. The Primary focus of this position is to ensure that all clerical/administrative duties/responsibilities are accomplished in an effective & efficient manner.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for all clerical/administrative functions in the Sales and Catering Department which includes time keeping for payroll, tip reports, schedules, and maintaining employee files, etc..
- Shall be responsible for booking and detailing of events in the absence of the Banquet Supervisor.
- Shall be responsible for coding, photocopies, ledger and submitting of payables.
- Shall keep various logs such as, comp slips, gift certificates, coupons, etc.
- Shall maintain a vendor ledger and keep track of each purchase amount as required.
- Shall have the ability to work independently and follow written/oral instructions.
- Shall be responsible for drafting correspondence, letters, memos and ordering supplies.
- Shall receive, open, log, and distribute mail to the appropriate personnel.
- Shall answer telephones, take and deliver messages, fill out lead inquiry forms, and greet and respond to visitors/vendors requests.
- Assists at Trade Shows and Expo's as necessary.
- Responsible to establish cut off dates, provide cutoff date reminders for banquets, headcounts and banquet guarantees by the set guarantee dates.
- Shall assist with weekly batching and distribution of Banquet Event Orders (BEO) and attend BEO meetings.
- Shall input Banquet invoices and transfers into the inventory tracking system.
- Responsible to assist with Wedding and other special events when Banquet Supervisor is unavailable.
- Responsible for e-mailing the Daily Reports to the appropriate departments.
- Shall assist in drafting reports on a monthly, quarterly, and annual basis and as necessary.
- Responsible for drafting/processing of Purchase Orders, Procurement Forms and Check Requests.
- Shall have an understanding of CMP, Micros and Hotel, Sales, and Catering POS systems.
- Shall be able to set up a portable bar, kegerator, and cash register if necessary. May have to assist bartender if necessary.
- Shall be responsible to comply with all Menominee Casino Resort / Thunderbird Complex Policies and Procedures and Sales Department Operations Manuals and Memorandums.
- Shall perform any other duties as assigned or approved by the Banquet Supervisor.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The candidate shall have a pleasant personality and possess the ability to interact with the public. They shall have excellent communication skills both oral and written and convey information in a timely manner. The candidate shall have good organizational and clerical skills. Be a self-starter, willing and able to work on their own and be able to make decisions to book business. The candidate shall be trustworthy and of good moral character. The candidate shall have knowledge of proper telephone techniques. Ability to handle various situations in a positive manner, present an



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outstanding professional image ensuring total guest satisfaction, and shall possess the ability to react quickly to stressful situations. They shall be able to work unusual hours, days, nights, weekends and holidays. Must be at least 21 years of age or older. Preference given to qualified Menominee or other Native American applicants.

**EDUCATION and/or EXPERIENCE**

Minimum Education: High School Diploma or equivalence.

Experience: Shall have five (5) or more years of administrative/office experience, including the creation and development of BEO's. Must have a working knowledge of calculator, computer programs- Excel (spread sheets), Power Point and Microsoft Word and be able to create word documents.

**SPECIAL QUALIFICATIONS**

**CRIMINAL BACKGROUND MINIMUM REQUIREMENTS**

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird Complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding 2 years.

**SPECIAL QUALIFICATIONS:**

Responsible to be on site for events/banquets as needed. Driver's License required, must be able to be on the approved drivers list.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret simple documents, such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables.

**PHYSICAL DEMANDS**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an Employee 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 noise level in the work environment is usually moderate.