



## **Job Announcement**

**Opening Date:** January 25, 2023  
**Closing Date:** February 1, 2023

**Position Title:** Cook  
**Department:** Food and Beverage  
**Supervised By:** Kitchen Supervisor  
**Supervises:** None  
**Starting Salary:** \$15.50 - \$17.00, D.O.E.  
**Grade:** 4  
**FLSA Status:** Non-Exempt  
**Status:** Permanent  
**Hours:** Full Time/Part Time/On-Call  
**Benefits:** Yes, see below

### **General Statement of Responsibilities:**

The Cook must maintain customer satisfaction while consistently putting out high quality food. Must follow recipes, preparation, and safety procedures, and maintain kitchen cleanliness. Organize supplies and note the supplies needed to insure that the quality and quantity of food served is maintained at a high level. Must maintain a positive and professional attitude at all times under extreme conditions while interacting with kitchen team members. Must help clean and maintain kitchen equipment and report any malfunctions immediately. Must follow kitchen procedures and provide quality customer service. Must answer promptly any calls for assistance from the servers and casino customers and assist them in any way possible. Record any problems or any out of the ordinary situation in the shift log. Perform other duties as assigned.

**\*Must be willing to work in a secondhand smoke environment.**

## **Specific Areas of Responsibilities:**

- Assist customers and coworkers.
- Serve high quality food.
- Maintain a positive and professional attitude at all times.
- Maintain a shift log and note any irregularities or problems.
- Help ensure cleanliness of work areas.
- Other duties as assigned.

## **Minimum Qualifications:**

- Must be age 21.
- Written and oral communications are required in the primary language used in the work area.
- Must pass pre-employment drug screen.
- Must qualify for a Non Gaming License.
- Must be able and willing to work any schedule, holidays, and weekends.
- Cooking experience preferred.

## **Physical Qualifications:**

Requires standing, walking for long periods up to 4 hours at a time. Must be able to lift 30 pounds repeatedly. Requires bending, reaching, standing, walking, finger dexterity, grasping and repetitive motions.

## **Preference Policy:**

Preference will be given to qualified Susanville Indian Rancheria Tribal Members. Indian preference is granted in accordance with P.L. 93-638.

## **Diamond Mountain Casino & Hotel Benefits Package:**

The Diamond Mountain Casino & Hotel Benefits Package includes health, dental, and vision. Employees earn Paid Time Off (PTO) and seven holidays are included in each employees PTO. Diamond Mountain Casino & Hotel also offers a matching 401K Retirement Plan, Education Assistance (provisions apply), Employee Assistance Program, Health Spending Accounts (HSA), gym membership discounts, discounts with two different shoe vendors, and employee discounts in our restaurant, coffee shop, and gift shop.

## How to Apply:

All applicants are required to submit a Diamond Mountain Casino & Hotel application. Applications can be picked up at 900 Skyline Drive, Susanville, CA or you may apply online at [www.dmcah.com/job](http://www.dmcah.com/job) and an application will be emailed to you.

Only **complete** applications will be considered. To be considered for the position you must:

1. Submit a completed application
2. Attach a copy of your High School Diploma or equivalent if required
3. Attach a copy of your Tribal ID Card, if you are claiming Indian Preference

Completed applications can be dropped off in person at the casino security desk. They may also be emailed to [ewadley@dmcah.com](mailto:ewadley@dmcah.com) or faxed to 530-252-1110. All applications **must be received by 4:00 pm Pacific Time** on the closing date of the announcement.