

**I. Position**

Card Room Attendant (5.5)

**II. Related Titles**

None

**III. Essential Functions**

Serve the needs of cardroom clientele.

**IV. Additional Responsibilities**

1. Serves card players promptly and courteously
2. Keeps kitchen area spotless and organized
3. Removes all dirty dishes to the dish washing station immediately
4. Removes all dirty ashtrays
5. Cleans and organizes card tables and chairs
6. Organizes cards and other supplies
7. Orders cards and supplies as needed

**V. Reports to**

Social Activities Manager

**VI. Supervises**

No supervisory duties are included in this position