

Downstream Development Authority of the Quapaw Tribe of Oklahoma  
Supplement to Minutes dated 8/12/15.

Email Poll

Roll Call:	John Berrey, Chairman	Present
	Larry Ramsey, Secretary	Present
	Ranny McWatters, Treasurer	Present
	Marilyn Rogers, Member	Present
	Tamara Reeves, Member	Present

An email poll was conducted on Wednesday August 26, 2015.

All,

Attached is the job description for a Coffee Roasting Manager/ Master Roaster. The position would report to F&B, would start at \$35,000, and would be on the manager's level bonus plan.

Please let me know your vote or if you have any questions.

Vote:

John Berrey	Yes	Ranny McWatters	Yes
Marilyn Rogers	Yes	Larry Ramsey	Yes
Tamara Reeves	Yes		

5 yes, 0 no, 0 abstaining, 0 absent

Motion Carries.

**Downstream Casino Resort  
JOB DESCRIPTION**

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<b>POSITION:</b>	Coffee Roasting Manager/ Master Roaster
<b>DEPARTMENT:</b>	Food & Beverage
<b>REPORTS TO:</b>	
<b>GAMING LICENCE RANK:</b>	Key
<b>PROJECTED EMPLOYEES (FTE):</b>	1
<b>JOB SALARY GRADE:</b>	Pay Band

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**JOB SUMMARY:**

Under general supervision, the Coffee Roasting Manager/ Master Roaster candidate, who must be passionate about coffee, to assist in sourcing and procuring green coffee beans (including physical inspection and cupping), set up roasting processes, do inspections and perform all roaster operator functions. This includes managing inventory, scheduling loading hoppers according to agreed upon formulas, monitoring roasters and making adjustments, conducting quality tests and tastings, entering daily production roasts, training the work of other roaster operators as needed. Must learn to do single roast and blends, including eventually decaffeinated coffee, to meet taste criteria. Responsibilities will also include, but not be limited to, assisting with the acquisition of roasting equipment, overseeing the maintenance of equipment to ensure it remains in proper working order and troubleshooting problems as they arise.

The initial goal will be to procure and roast for use at Downstream Casino Resort a very high quality coffee “in-house,” to replace 100% of the coffee that DCR currently purchases from 3<sup>rd</sup> party roasted coffee vendors. That includes replacing the pre-packaged coffee (e.g., Illy and the liquid bagged coffee) along with the ground coffee. Assistance with training of DCR retail staff may also be required.

Once this process is competently underway DCR will look at serving other third party/partner retail outlets

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- To create a brand of coffee that will reflect well on the Quapaw Tribe, its culture and history
- To create the very best product available in the area in terms of taste, quality, image and accolades that go with a great product
- To create a business unit within the DCR family that complements its farm-to-table initiatives in a healthy, humane and respectful way
- Must be able to work well and respectfully with others, be a self-starter and show initiative, and ultimately deliver a great product
- DCR understands this is a new position and that substantial training, education, and access to necessary tools to those ends will need to be provided and/or made available.

- DCR understands that in addition to the coffee roaster certain other ancillary equipment may be needed for the Roastmaster to do his or her job well (e.g., for on site cupping etc) and for DCR to transition away from its current retail coffee setup.
- Provides exceptional customer service to all patrons and communicates in a pleasant, friendly, and professional manner at all times. Maintains a professional work environment with supervisors and staff.
- Meets the attendance guidelines of the job and adheres to regulatory, departmental and company policies.
- Attends all necessary training meetings.
- Assist in other projects, as directed.
- Duties, responsibilities, requirements and expectations pertaining to this job are subject to change as needed. Hours are determined by 24-hour schedule.
- Outstanding example of and a credit to Downstream Casino Resort

### **QUALIFICATIONS/REQUIREMENTS**

The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities satisfactorily.

- Ability to practice patience, compassion, and empathy.
- Ability to complete tasks within a reasonable time period.
- Ability to make sound decisions and demonstrate good judgment.
- Must present a well-groomed and professional appearance.
- Must be able to read, write, speak and understand English. Must be able to respond to visual and oral cues.
- Ability to write routine correspondence and to speak effectively to the public, employees and customers.
- Must have the ability to deal effectively and interact well with the customers and employees.
- Must have the ability to resolve problems/conflicts in a diplomatic and tactful manner.
- Must be able to be approved for and maintain a valid gaming license.
- Applicants must be able to substantiate a safe driving record within the parameters acceptable to our liability insurance carrier.
- Work nights, weekends and holidays as required.
- Employment is contingent upon a favorable outcome of a background investigation and drug screening.

### **TIMING**

- Position is open now
- 6 months ramp up: Planning, scheduling, design, capital spend, install, testing, procurement, branding
- Following 6 months: testing, phased implementation, marketing
- At 12 months assess status and next steps with DDA

### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must have the physical ability to travel to third world countries to assist in sourcing coffee beans, including handling unconventional travel, receiving shots or vaccinations as recommended, staying in less than American-standard housing, and other things that go with this type of travel
- Must have the physical ability to lift 50+ lbs of raw or roasted beans and to stand, squat or bend for extended periods
- Must have the physical ability to work with extreme weather as well as the ability to lift 80 lbs, to squat, stand or bend repeatedly.
- Must be able to tolerate areas containing secondary smoke, high noise levels, bright lights and dust.
- Must be able to stand, walk, and move through all areas of the casino.
- Maintain physical stamina and proper mental attitude to work under pressure in a fast-paced, casino environment and effectively deal with customers, management, employees, and members of the business community in all situations.

*The Downstream Casino Resort Adheres to all applicable Resolutions of the Quapaw Tribe of Oklahoma. Native American Preference policy does apply.*