



**JOB TITLE: Drop/Count Team Member**

**STATUS: Full-Time**

**SUMMARY:**

Under direct supervision of the Drop Count Supervisor the Drop/Count Team Member is responsible for the drop and count processes for Gaming Machines.

**ESSENTIAL RESPONSIBILITIES:**

- Responsible for completing Drop/Count during regular shift.
- Responsible for opening, removing and securing currency from the slot machines.
- Responsible to follow all drop/count policy and procedures and accountable for all necessary documents to be delivered to audit.
- Responsible for reporting discrepancies or variances to supervisor.
- Maintain the highest level of confidentiality.
- Must be able to prepares and bundle currency.
- Must have excellent attendance.
- Responsible for the general upkeep of the Count Room.
- Performs minor repairs and maintenance of the Count Room equipment.
- Must be able to work with others, communicate well and receive direction when needed to achieve department objectives.
- Performs other duties as required.

**QUALIFICATIONS :**

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Prior count room or money handling experience (casino or bank) preferred.
- Operate calculator efficiently.
- Must be able to stand for long periods of time.
- Must be able to regularly lift and/or move up to 50 pounds.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: December 19<sup>th</sup>, 2018

CLOSING DATE: Until Filled.



**JOB TITLE: Bartender**

**STATUS: Full-Time**

**SUMMARY:**

The Bartender will provide friendly, excellent service to every customer throughout the Casino, primarily in the bar. Preparing and pouring drinks for customers and Cocktail Servers while adhering to Policy & Procedure and licensing regulations.

**ESSENTIAL RESPONSIBILITIES:**

- Greets guests in a courteous and friendly manner.
- Prepares drinks with proper portions and ingredients.
- Operates a cash register, handling all beverage sale transactions.
- Frequently checks back with guests.
- Maintains cleanliness of guest areas at all times including removing empty glasses/bottles and cleaning ashtrays.
- Maintains respectful control over guests at all times.
- Keeps the bar area stocked, clean and ready for guests at all times.
- Abides by all State, Federal and company liquor regulations pertaining to alcoholic beverage service.

**QUALIFICATIONS:**

- High school diploma or GED required.
- All applicants must be at least 21 years of age.
- Knowledge of operating cash register and bar equipment required.
- Ability to operate the following equipment; juice guns, cutting boards, Soda guns, ice machines, non-alcoholic frozen drink machines, ice tea machines, and other necessary equipment.
- Must be able to stand for long periods of time.
- Must be able to regularly lift and/or move up to 75 pounds.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: December 19<sup>th</sup>, 2018

CLOSING DATE: Until Filled.



**JOB TITLE: Cook**

**STATUS: Full-Time**

**SUMMARY:**

Prepare food in a safe and timely manner according to departmental and menu specifications.

**ESSENTIAL RESPONSIBILITIES:**

- Responsible for fast and clean servicing of all menu items to the servers.
- Controls food production to include: proper cooking methods, cooking time and temperature and ensuring sanitation, handling and storage of prepared food and leftovers.
- Prepares for rush periods of work without getting behind.
- Checks work stations before, during, and after shift for proper set up & cleanliness.
- Keeps stock on hand and organizes orders.
- Gets orders for meat needed/order or cut to meet the day's needs.
- Fills special orders when requested by customers.
- Organizes the work day.
- Maintain a flexible break scheduled to meet customer's needs.
- Operate all kitchen equipment including grill, deep fryer, ovens, broiler, slicer, and steamer.
- Keeps errors to a minimum.
- Maintain a solid knowledge of all food products.
- Perform other duties as assigned by management.
- Other duties as assigned.

**QUALIFICATIONS:**

- One (1) year of food preparation / cooking experience preferred.
- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Food handler's certification required or ability to obtain one.
- Knowledge of kitchen sanitation, operation and maintenance of kitchen equipment required.
- Basic knowledge of food preparation techniques.
- Must be able to stand for long periods of time.
- Must be able to work with cleaning chemicals.
- Must be able to tolerate areas with extreme heat and cold temperatures.
- Must be able to regularly lift and/or move up to 50 pounds
- Strong organizational skills required.
- Must have attention to detail.
- Reading and math skills for recipes and measurement.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: December 19<sup>th</sup>, 2018

CLOSING DATE: Until Filled.



**JOB TITLE: Slot Attendant**

**STATUS: Full-Time**

**SUMMARY:**

Responsible for minor repairs and paper fills of Casino Slot Machines, Safeguard of all assets; communicate all unusual situations concerning slot machines to the Slot Shift Manager on duty. Responsible for providing customer service to guests on the Gaming Floor, which consist of: making change, serving a drink, assisting patrons with playing instructions, etc. A Slot Attendant must keep up with the knowledge of any and all promotions as well as the knowledge of the gaming machines.

**ESSENTIAL RESPONSIBILITIES:**

- Makes change for guests when requested.
- Receives pouch and bank at the beginning of the shift; responsible for balancing all monies at the end of the shift.
- Acts as host/hostess for Casino guest; makes sure guests are comfortable and served expeditiously and professionally.
- Ensures that the casino's environment is suitable for guests by replacing chairs at machines and picking up any refuse on floor or at tables.
- Prompt minor repairs and paper fills to keep slot machines operational.
- Communicate all unusual situations concerning slot machines to the Slot Shift Manager in a timely manner.
- Other duties as assigned.

**QUALIFICATIONS:**

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Must have the ability to count money and make change
- Must have exceptional customer service skills.
- Ability to work fast and accurately with a high level of integrity
- Must be able to stand for long periods of time.
- Must be able to regularly lift and/or move up to 50 pounds.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift

POSTING DATE: January 3<sup>rd</sup>, 2019

CLOSING DATE: Until Filled.



**JOB TITLE: Concessions Janitor**

**STATUS: Full-Time**

**SUMMARY:**

Provide janitorial services to the Concession area.

**ESSENTIAL RESPONSIBILITIES:**

- Cleaning all stoves, ovens, fryers, freezer, refrigerator, and storage areas.
- Provide janitorial services to the concessions area including emptying trash, sweeping and mopping floors, and general clean-up of the work area.
- Inventory control and stocking of all incoming concessions supplies.
- Insure kitchen is stocked at all times for cooks and servers.
- Moving equipment, and supplies manually or by using hand trucks.

**QUALIFICATIONS :**

- Must be able to work 11:00 PM - 7:00 AM.
- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Must be able to bend, kneel, squat, stand, and lift heavy objects as needed
- Knowledge of general sanitary and safety practices
- Must be able to work with cleaning chemicals.
- Must be able to tolerate areas with extreme heat and cold temperatures.
- Must be able to regularly lift and/or move up to 50 pounds.
- Must have attention to detail.
- Must be able to speak, read and write the English language.
- Must be willing to work nights weekends, holidays and any shift.
- Other duties as assigned.

POSTING DATE: January 4<sup>th</sup>, 2019

CLOSING DATE: Until Filled.



**JOB TITLE: Asst. F&B Manager**

**STATUS: Full-Time**

**SUMMARY:**

The Assistant F&B Manager is responsible for the execution of all aspects of food production in order to attract and retain gaming guests while contributing to the operating success of the F&B Manager with all tasks assigned.

**ESSENTIAL RESPONSIBILITIES:**

- Ensuring that all food products prepared meet the established specifications and standards.
- Ensuring that the proper levels of food is prepared based on forecasted needs and ensuring their proper delivery.
- Ensuring the minimum level of labor is used to perform the required level of production.
- Responsible for the complete set-up, stocking, and service of assigned food outlet(s) using specified methods during the assigned shift.
- Complete required financial tools and reports.
- Maintains a sanitary, neat, clean, organized, safe and comfortable environment for employees and guest.
- Ensuring that kitchen equipment is handled safely and with responsible care, reporting mechanical problems to the proper department for repair.
- Directly and indirectly supervises all F&B employees.

**QUALIFICATIONS:**

- High School diploma or equivalent preferred
- 2+ Years Restaurant Management Experience
- Serve Safe Certification
- Health and Safety Inspection Experience
- All applicants must be at least 21 years of age.
- Ability to accurately handle money, make change, process credit card transactions
- Complete working knowledge of alcoholic and non-alcoholic beverages.
- Must have strong verbal & written communication skills.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.
- Must be able to work under pressure, prioritize task, and meet deadlines.

POSTING DATE: January 7<sup>th</sup>, 2019

CLOSING DATE: Until Filled.



**JOB TITLE: Guest Room Attendant**

**STATUS: Full-Time**

**SUMMARY:**

Responsible for the successful coordination and supervision of all housekeeping functions, ensuring maximum productivity and superior customer service and satisfaction.

**ESSENTIAL RESPONSIBILITIES:**

- Properly stocking cart with required cleaning supplies daily.
- Transport cart with cleaning supplies, amenities and linens to assigned guest room and position securely.
- Remove soil, dirt, soap buildup and hair from bathroom mirrors, vanity, sink, toilet, shower walls bath tub, shower curtain and floor.
- Remove dust, spots and smears from all doors, walls, windows baseboards, AC unit, corners and telephones.
- Open all drawers/doors in checkout rooms and remove items left by guest. Dust inside.
- Dust and polish all furniture, closet, pictures, frames, mirrors, light bulbs and switches, TV
- Replace dirty bed linen and make up bed with clean linen.
- Check under bed(s), chairs and sofa for debris and remove if present.
- Empty garbage cans of debris.
- Vacuum throughout entire room and spray room with deodorizer.
- Clean and replenish the coffee maker set.
- Replenish amenities according to the operational standards.
- Inspect condition of room for damage
- Turn over any lost and found items from guest rooms to supervisor.
- Clean assigned guest rooms by priority.
- Other duties as assigned.

**QUALIFICATIONS:**

- Housekeeping and customer service experience preferred.
- Ability to perform assigned duties with attention to detail, speed, accuracy, follow through, courtesy, cooperativeness and work with a minimum of supervision.
- Ability to perform such activities as grasping, lifting, reaching, crouching, walking, sitting, and carry push or pull heavy loads weighing up to 50 lbs.
- Strong organizational skills required.
- Must have attention to detail.
- All applicants must be at least 18 years of age.
- Must be able to speak, read and write the English language.

POSTING DATE: January 7<sup>th</sup>, 2019

CLOSING DATE: Until Filled.