JOB TITLE: **Dealer**

STATUS: **Part-Time**

SUMMARY:
Responsible for dealing the table game of "21" and providing customer service to guest playing the game.

ESSENTIAL RESPONSIBILITIES:

- Assist customers in the rules of play, insuring adherence to established rules, policies, and procedures.
- Shuffles and deals the card game of "21", applying all rules and procedures relating to the game.
- Exchanges customer's currency for gaming checks and deposits cash drop box on table.
- When required, signs for additional cash or checks during the game; responsible for maintaining security and safeguarding of checks during assigned game.
- Provide prompt and courteous service to guest by requesting drink or food service.
- Ensures that the table game area is suitable for guest by replacing chairs at tables and picking up any refuse on floor or at tables.

QUALIFICATIONS:

- Must have 1 year of "21" dealing experience or completion of "21" School.
- Have the ability to deal blackjack at an acceptable pace.
- All applicants must be at least 21 years of age.
- High school diploma or GED required.
- Must be able to stand for long periods of time.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: November 20, 2020
CLOSING DATE: Until Filled.

JOB TITLE: **Media Specialist**

STATUS: **Full-Time**

SUMMARY:

The Media Specialist requires excellent verbal and writing skills and the ability to work independently as well as in a team. An attention to detail, goal oriented, and possess the ability to meet deadlines is critical. This position designs graphics and assists with copy for web sites, web applications, print media, newsletters, advertisements, marketing and promotional campaigns, creating and administering content on all social media platforms, trade show displays, and presentations.

ESSENTIAL RESPONSIBILITIES:

- Design graphics, layouts
- Implement and manage our social media strategy
- Manage and oversee social media content
- Stay up to date with the latest social media best practices and marketing media tools
- Assist with and manage web site and web applications
- Create print media, newsletters and advertisements
- Assist in all marketing and promotional campaigns, trade show presentations and provide creative input for displays
- Implement ideas, suggestions, changes in media shown above
- Excellent written and verbal communication skills
- Accuracy and reliability

QUALIFICATIONS:

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- 1-3 years experience with Print and in-house collateral as well as web design.
- Knowledge of Facebook, Twitter, LinkedIn, Pinterest, Instagram, and other social media best practices
- Familiarity with web design and publishing
- Formal education in Graphic Arts courses preferred
- Experience In Wordpress
- Experience in all MS Office software, Adobe Illustrator, Photoshop, Flash, and Dreamweaver.
- Graphic design/copy for web/client based applications
- Flash/Multimedia
- Project management skills and the ability to handle multiple projects simultaneously
- Adobe PDF generation and manipulation
- Ability to provide prepress layouts and designs
- Photo manipulation with working knowledge of digital photography
- Must be able to speak, read and write the English language

POSTING DATE: February 15, 2021
CLOSING DATE: Until Filled.

JOB TITLE: **Players Club Representative**

STATUS: **Full-Time**

SUMMARY:
Responsible for providing support and service to club members and promoting the success of the player's club by assisting guests through the membership process.

ESSENTIAL RESPONSIBILITIES:

- Enter new customer accounts.
- Greets customers as a company representative and provides information concerning casino programs and amenities, off-site attractions, hotels and restaurants, and Gold Card program.
- Issues promotional amenities, redeems coupons, and maintains accurate banks and inventory control records.
- Greets buses and distributes Gold Cards and requested coupon packages to passengers.
- Adheres to regulatory, departmental and company policies in an ethical manner.
- Develops customer relations with top players.
- Inventory of redeemable items.
- Makes live announcements.

QUALIFICATIONS:

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Good math skills essential.
- Must be able to stand for long periods of time.
- Must have computer skills in Microsoft, Word, Excel, Access, and PowerPoint.
- Excellent interpersonal, written and oral communication skills.
- Must be able to speak, read and write the English language.
- Ability to maintain strict confidentiality
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: March 1, 2021
CLOSING DATE: Until Filled.

JOB TITLE: **Cage/Vault Cashier**

STATUS: **Full -Time**

SUMMARY:
Responsible for making change or exchanges of chips and tickets for cash for guests during a specified shift in the Cage Cashier's area.

ESSENTIAL RESPONSIBILITIES:

- Makes change or exchanges cash for chips and tickets from guests playing in the Casino.
- Requests money through the Cage Manager to ensure the appropriate level of money on hand in their cash drawer.
- Provides prompt, friendly and courteous service.
- Cashes checks and gaming tickets for gaming guests.
- Follows and implements Title 31 requirements on a daily basis.
- Provides training, when necessary to new Cage cashiers.
- Make credit inquires, performs credit checks and other related
- Functions necessary to process new check cashing applications.
- Performs all transaction with guests in a confidential manner.
- Balances cash drawer at the end of each shift by preparing appropriate paperwork, etc.

QUALIFICATIONS:

- Previous money handling experience, preferably in a cashier's position.
- Data entry experience.
- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Must be able to stand for long periods of time.
- Must have excellent customer service skills.
- Must have attention to detail.
- Must have basic math skills.
- Must have basic computer skills.
- Ability to operate 10 Key adding machine.
- Knowledge of Casino cash receipts and reporting requirements.
- 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.
- Other duties as assigned.

POSTING DATE: March 8, 2021
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: March 12, 2021
CLOSING DATE: Until Filled.

JOB TITLE: **Barista**

STATUS: **Full-Time**

SUMMARY:
The Barista is responsible for processing all beverage orders promptly, while providing excellent customer service including educating customers on our drinks menu, and making recommendations based on their preferences.

ESSENTIAL RESPONSIBILITIES:

- Greet customers by informing them about specialty drinks such as, cappuccino, expresso, cafe latte, or new pastry items.
- Educate customers by explaining the coffee drink menu.
- Serve beverages and prepared food items such as coffee's, teas, cookies, cheese cakes, pastries.
- Following coffee recipes.
- Operate Point Of Sale (POS) System.
- Record all tips collected from credit cards, comps.
- Keep work area neat and clean, picks up trash, glasses, etc.
- Provides fast, friendly service to customers.
- Receive and process cash and credit cards payments.
- Maintaining daily inventory and replenishing items in display cases, or behind the counter.
- Cleaning and inspecting coffee brewing equipment.
- Maintain a safe and healthy work environment following food safety regulations.
- Other duties assigned.

QUALIFICATIONS:

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Previous work experience as a Barista or Waiter/Waitress.
- Hands-on experience with brewing equipment.
- Food handler's certification required or ability to obtain one.
- Legible handwriting a must.
- Prior food service experience preferred.
- 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: March 30, 2021
CLOSING DATE: Until Filled.

JOB TITLE: Security Officer

STATUS: Full-Time

SUMMARY:

Responsible for providing overall safeguarding of Casino assets, property, personnel and guests; insures adherence to internal controls and policies and procedures by observing and reporting specific incidents occurring on casino property.

ESSENTIAL RESPONSIBILITIES:

- Provide patrols of the Casino building and parking lots at scheduled intervals.
- Provide escorts of cash to and from vault; from pit to cage; and during armored car service pickups; provides escorts of maintenance personnel to trash receptacles.
- Assists customers as needed by answering inquiries regarding casino services and offering assistance whenever needed; when required, and in accordance with gaming ordinance, checks identification documents of guests who may be under 18 years of age.
- Enforce casino policies and procedures and reports incidents of any infractions.
- Supervises pre-employment and random drug testing by escorting individuals to restroom to obtain specimen.
- Provide proper procedure for custody and control of specimen by completing necessary forms and labeling.
- Responsible for key control by accessing key lock box and documenting key disbursement.
- Provide security when technicians open video pull tab machines by verifying tickets for hand pays and indicating reason entered in log.
- Notify surveillance and oversees replacement of safety paper in video pull tab machines.
- Escort employees and visitors/contractors to and from restricted areas.
- Verify employee's identification and time cards by clocking employees in and out of scheduled shift.
- Respond to medical situations and, when necessary and ordered by supervisor, notifies 911.
- Complete required injury reporting documents and incident reports necessary for all on-the-job injuries.
- Make note of any safety infractions and reports to immediate supervisor.

QUALIFICATIONS:

- High school diploma or GED required.
- All applicants must be at least 21 years of age.
- Police academy training and skills in self-defense helpful.
- Must purchase own uniform and accessories with reimbursement after completion of probationary period.
- Must have at least six months experience in law enforcement or security field.
- Must have the ability to write reports accurately and legibly.
- Must be able to stand and walk for long periods of time.
- Must have the ability to operate a two-way radio.
- 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: April 5th, 2021
CLOSING DATE: Until Filled.

JOB TITLE: **Revenue Auditor**

STATUS: **Full-Time**

SUMMARY:

The revenue audit position is a very important part of the accounting department. The auditor is responsible for auditing Casino departments on a daily basis to verify revenues, they assist with inventory and data entry, and continually tests for Slot machine revenue accuracy.

ESSENTIAL RESPONSIBILITIES:

- Audits the revenue generating departments on a daily basis for accuracy.
- Audits the player tracking system for accuracy.
- Assists with and then enters inventory in an excel spreadsheet.
- Review credit card transactions.
- Review night audit reports for accuracy.
- Monthly, Quarterly, and Annual Slot machine revenue testing.
- Daily data entry.
- Other duties assigned.

QUALIFICATIONS:

- High School Graduate, bookkeeping or accounting background a plus.
- Proficient 10-Key operation
- Intermediate to advanced ability in Excel and Word
- Ability to work in a team environment.
- Able to handle multiple tasks with deadlines.
- Detail oriented and accurate.
- All applicants must be at least 18 years of age.
- Must be able to speak, read and write the English language.

POSTING DATE: July 1, 2021
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: July 9, 2021
CLOSING DATE: Until Filled.

JOB TITLE: **Surveillance Officer**

STATUS: **Full-Time**

SUMMARY:
The Surveillance Officer protects company assets and possesses a knowledge of clandestine surveillance operations. Performs both overt and covert surveillance activities during the assigned shift. Observes all money exchange/count transactions.

ESSENTIAL RESPONSIBILITIES:

- Maintains surveillance on designated areas and activities.
- Records any irregular gaming activity.
- Operates a Microprocessor based Closed Television System, all surveillance equipment, including, but not limited to monitors, switches, computers, controllers and cameras as assigned.
- Provides Closed Circuit Television and personal observations of all departments and applicable job functions to assure that all company policies and procedures are met with compliance.
- Records all activities in the operator's daily activity log.
- Logs information as directed by the shift supervisor in the employee information data-base.
- Assists in all transaction verification duties.
- Performs spot audits as required by the shift supervisor.
- Familiar with cheating techniques on live games, slot machine, hard/soft count, change banks, and vaults.
- Familiar with all department operational policies and maintains a constant vigil for deviations.
- Notes the attendance guidelines of the job and adheres to regulatory, departmental and company policies, including those regarding confidentially.
- Performs all tasks assigned by the Shift Supervisor.

QUALIFICATIONS:

- One year surveillance or law enforcement, experience preferred.
- All applicants must be at least 18 years of age.
- Broad knowledge of games and casino rules, procedures and administration.
- Excellent interpersonal and communication skills.
- Familiarity with camera equipment and methods of operation and recording.
- Knowledge of and identification of methods of cheating games and other related activities.
- Professional appearance
- Native American preference.
- Must be able to obtain gaming license.
- Able to function under stressful conditions during assigned shift.
- High level of hand eye coordination, moderate lifting.
- Must be able to speak, read and write the English language.
- Correctable vision to 20x20.

POSTING DATE: July 9, 2021
CLOSING DATE: Until Filled.

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: July 20, 2021
CLOSING DATE: Until Filled.