



**JOB TITLE: Admissions Clerk**

**STATUS: Part-Time**

**SUMMARY:**

Sell Bingo paper either directly to customer or at station. Must accurately account for Bingo paper inventor, sales and cash, and be friendly and helpful to guests.

**ESSENTIAL RESPONSIBILITIES:**

- Sell Bingo paper to customers; accurately account for Bingo paper inventory, sales and cash.

**QUALIFICATIONS:**

- 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 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: August 17, 2021

CLOSING DATE: Until Filled.



**JOB TITLE: Bingo Caller**

**STATUS: Full-Time**

**SUMMARY:**

Conducts the Bingo games; recording all numbers called and recording the amount and number of prizes paid out. Create a friendly and fun environment for guests, acting as host to the patrons.

**ESSENTIAL RESPONSIBILITIES:**

- Must be in complete control of games, players and personnel at all times. Will handle all situations with tact, diplomacy and discretion.
- Will introduce each game and explain game the game in full.
- Must keep the Bingo game going continuously.
- Alert Floor Clerk over the microphone to potential bingo only after bingo is called by the player. The caller will verify the Bingo from the master rack and will officially close the game.
- The recorder will let the caller know when they reached a progressive number.
- While recording game they will keep the caller/paymaster sheet filled out, figuring out how much each winner is to be paid. At the close of a session, caller and recorders will remain on the caller's stand until all bingo balls are removed from the racks and accounted for. Entries made by one caller will be checked for accuracy by the other caller.
- Will keep equipment and area clean at all times.
- Will ensure the caller sheet balances with the paymaster.

**QUALIFICATIONS:**

- 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 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: September 9, 2021

CLOSING DATE: Until Filled.



**JOB TITLE: Table Games Supervisor**

**STATUS: Full-Time**

**SUMMARY:**

The supervisor manages gaming operations within a Pit and supervised dealers operating table gaming stations.

**ESSENTIAL RESPONSIBILITIES:**

- Overseeing games in progress, customers and casino employees in the assigned section.
- Safeguarding casino assets located in the Table Games pit areas.
- Issuing playing cards and reviewing them for irregularities during shift.
- Enforcing casino rules for gaming activity.
- Maintaining proper gaming station loads through Fills and Credits.
- Tracking and rating players.
- Promoting positive customer relations.
- General management of the pit area.
- Performing other duties assigned.

**QUALIFICATIONS:**

- High school diploma or GED required.
- Prior supervisory experience preferred.
- Knowledge and experience of all table games, ability to learn gaming rules, policies, and procedures, and enforce them.
- Able to work any shift and stand for long periods of time.
- All applicants must be at least 21 years of age.
- 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: October 1, 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: October 13<sup>th</sup>, 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: October 18<sup>th</sup>,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: November 9<sup>th</sup>, 2021

CLOSING DATE: Until Filled.



**JOB TITLE: Front Desk Clerk**

**STATUS: Full-Time**

**SUMMARY:**

Responsible for the successful overall activities related to the Front Desk of the Hotel, ensuring smooth and efficient operations.

**ESSENTIAL RESPONSIBILITIES:**

- Assists guest with the check-in process at the hotel in a courteous and polite manner.
- Answer guest questions regarding Hotel and property facilities, events and ensure that adequate information is given.
- Assist guest with checkout at the end of their stay in an efficient and timely manner.
- Handles guest complaints in a polite, courteous and effective manner.
- Ensures that the check-in and checkout process is handled in accordance with company policy by processing cash, credit card, and credit transactions accurately thus protecting the company's assets.
- Other duties as assigned.

**QUALIFICATIONS:**

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Must be able to speak, read and write the English language.
- Basic computer skills in Microsoft, Word, Excel, Access, and PowerPoint.
- Strong Attention to detail, accuracy, and professionalism
- Excellent interpersonal, written and oral communication skills
- Obtain active Gaming license
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: November 9<sup>th</sup>, 2021

CLOSING DATE: Until Filled.