

JOB DESCRIPTION

POSITION: Bingo Session Supervisor **POSTING DATE:** 6/28/2019

WAGE: \$15.00 per hour/Negotiable **CLOSING DATE:** Until Filled

LOCATION: Gaming Division **Reports directly to:** General Manager
40 hours per week + Shift Differential

Every employee of North Star Mohican Casino Resort is expected to greet and service our customers in a friendly, respectful manner and create a warm, fun atmosphere so that our customers feel welcome and enjoy visiting our establishment. North Star Mohican Casino Resort strives to provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES:

Responsible for conducting tribal bingo sessions in accordance with the provisions of the Mohican Gaming Ordinance, Bingo Operations Manual, and any other policies and procedures pertaining to the tribal gaming operation.

STANDARD QUALIFICATIONS:

All employees of North Star Mohican Casino Resort must meet the following qualifications.

1. Must be able to obtain and maintain a Mohican Nation Gaming License.
2. Must submit to a Criminal Investigation Background Check (CIB).
3. Must maintain an acceptable departmental attendance record.
4. Must submit to and pass a pre-employment drug screening and health screening.
5. Must be able to work weekends, nights and holidays.
6. Must be 18 years of age.

EDUCATIONAL REQUIREMENTS:

1. High School Diploma or GED is required.

DUTIES:

1. Must attend all training provided by North Star Mohican Casino Resort.
2. Must adhere to all established rules, regulations, procedures and policies of North Star Mohican Casino Resort and the Bingo Department.
3. Must participate in employee random drug testing program.
4. Must be able to work with a variety of people with diverse personalities.
5. Must attend all meetings, as assigned.
6. Must wear approved departmental uniform.
7. Must be reliable and prompt when reporting to work.
8. Must maintain compliance with all workplace policies, procedures, ordinances, laws and other communicated expectations, including but not limited to: Employment Manual, gaming Ordinance, State Gaming Compact, Minimum Internal Controls, Department Procedures, memos and other communication from supervisory or regulatory personnel.

9. Responsible to ensure that fair and safe game is conducted through the use of the Gaming Ordinance, Bingo Operations Manual and any other applicable policies.
10. Responsible for staff scheduling and have direct supervision of all bingo staff and maintaining time and attendance records.
11. Shall supervise all activities at each bingo session ensuring all job tasks are completed.
12. Report problems to the Director and recommend solutions; make recommendations to revisions to the Bingo Operations Manual.
13. Responsible for dealing with customer disputes and employee issues and reporting to Director.
14. Complete all required paperwork for W2G progressive winners and complete other daily reports, as required.
15. Prepare daily session schedule and keep accurate progressive game totals.
16. Complete all performance evaluations of bingo staff and review evaluations with employees.
17. Participate in interviews and bingo procedural orientations for prospective and new employees.
18. All other assigned duties.

QUALIFICATIONS:

1. North Star Mohican Casino Resort is looking for a courteous and friendly individual.
2. Two (2) years of supervisory experience is required.
3. One (1) year of gaming experience is required.
4. Must have experience in the areas of cashiering and sales and possess the ability to perform public speaking.
5. Must be knowledgeable in Microsoft programs and/or cash handling programs and have experience with operation of various office equipment.
6. Must have effective organizational and communications skills with ability to prepare reports.
7. Must possess the ability to work in stressful environment.
8. Must be able to work with minimum supervision.
9. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Required to frequently stand, walk, talk and hear. Also, frequent use of hands to handle or feel, and reach and grasp. Additional hand movements include, but are not limited to: repetitive motions, grasping, holding and finger dexterity.
2. Occasionally will need to stoop, kneel and or crouch. Must be able to frequently lift and/or move up to thirty (30) pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision and depth perception and the ability to adjust and focus, with the aid of prescription glasses/contacts, if needed.
4. Work is generally performed in a casino setting with a higher noise level and where cigarette smoke is prevalent.
5. Evening and/or weekend work is required. Extended hours and irregular shifts may be required.
6. Work environment requires excellent personal hygiene, due to working near others.
7. Work environment is **NOT** smoke, noise, or dust free.

Note: Applicant must include resume with employment application.

SUBMIT APPLICATION TO:

Human Resource Department
North Star Mohican Casino Resort
W12180 County Road A

Bowler, WI 54416 or Email completed application to: karla.bowman@northstarcasinoresort.com
Or Fax completed application to (715)787-4113

THE STOCKBRIDGE-MUNSEE COMMUNITY OPERATES AS AN EQUAL-OPPORTUNITY EMPLOYER; EXCEPT INDIAN PREFERENCE IS GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT PREFERENCE ORDINANCE.

WE ARE A DRUG-FREE EMPLOYER. CANDIDATES MUST PASS A DRUG SCREEN AND REMAIN DRUG FREE

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.