



MUCKLESHOOT INDIAN BINGO

JOB POSTING



Muckleshoot Indian Bingo is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act.

Muckleshoot Indian Bingo is a drug free workplace and all applicants MUST pass a pre-employment drug test

JOB TITLE: Live Bingo Shift Manager

HR UPDATE: 3/2022

GAMING LICENSE REQUIRED: Class IIA

GRADE: H12/\$27.34

STATUS: Hourly, Non-Exempt

SYSTEM TITLE: Live Bingo Shift Manager

POSITION REPORTS TO: Live Bingo Assistant Manager

JOB SUMMARY: The Live Bingo Shift Manager is responsible for Floor area, personnel and customer play.

EDUCATION, EXPERIENCE AND TRAINING FOR POSITION (required / preferred):

- High school diploma or GED equivalent required.
- Proven abilities with experience as a Floor Clerk, Caller and Live Bingo Cashier.
- Five (5) years gaming experience, preferably in Bingo.
- One (1) year supervisory experience required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description may be amended, at any time.

1. Practice, support and promote the Mission and Values of Muckleshoot Bingo.
2. Accomplishes department objectives by managing staff; planning and evaluating department activities while the bingo games are in play.
3. Functions include general management section assignment, processing jackpots and other service-related assignments.
4. Maintains staff by training employees; maintaining a safe, secure and legal work environment; developing personal growth opportunities.
5. Accomplishes staff results by communicating job expectations; planning, monitoring and appraising job results; coaching and disciplining employees; and enforcing systems, policies procedures and productivity standards.
6. Enforces rules and regulations of all approved Muckleshoot Indian Bingo; Policy and Procedures and Internal Controls.
7. Review proper accounting accuracy when determining employees balance reports.
8. Maintains quality service by enforcing quality and customer service standards; analyzing and resolving quality and customer service problems; recommending system improvements.
9. Issue playing packs and electronics; periodically reviews them for irregularities during shift.
10. Perform other duties as assigned.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Demonstrate excellent guest service skills.
- Demonstrate ability to handle multiple tasks simultaneously with speed, efficiency and attention to detail; greet visitors.
- Exhibit ability to work independently and perform clerical assignments with occasional instruction or assistance.
- Exhibit working knowledge of computers and computer applications, including spreadsheets, databases, and word-processing.
- Exhibit knowledge of business practices, correspondence and typing formats, including correct English grammar, spelling, and punctuation.
- Demonstrate ability to use office machines and equipment, including, but not limited to personal computers and software, copy machine, fax machine, binding machine, laminator, and calculator.
- Demonstrate ability to follow oral and written instructions.
- Demonstrate ability to file and maintain office records, both in electronic and paper form.
- Demonstrate ability to communicate effectively both verbally and in writing.
- Exhibit basic arithmetic skills.
- Demonstrate ability to work with confidential information and correspondence.
- Exhibit leadership attributes upon which to build.
- Capable of developing individuals and enforcing policies and procedures through training and progressive discipline.
- Utilize portable radio or cell phone to stay in contact for the Department, as needed.
- Must be able to stand/walk for extended period of time, or throughout shift.

ADDITIONAL REQUIREMENTS:

- Ability to lift at least 25 lbs. Ability to maneuver in all areas of bingo, ascent/descent from stairs, frequent standing, walking, sitting, reaching, stooping, kneeling or crouching, and/or prolonged periods of time focusing on tasks. May regularly need to lift/ move, push or pull up material or boxes necessary to the job functions, with or without assistance.
- Specific vision ability includes close vision, distance vision, color vision, peripheral vision, and depth perception. Visual acuity to discern and examine text, graphics, color and symmetry. Speech to communicate clearly, express ideas and convey information in an understandable manner. Ability to hear for listening comprehension and to understand ideas presented through spoken words and sentences. Manual dexterity to operate office or required equipment and examine or update documents, records, data, instructions, logs, and files.
- Exposure to second hand smoke, moderate to high noise level, bright lights, fluctuating temperatures or weather conditions.

***This Posting is not inclusive all expected qualifications and expectations of this position. The Job Description is available for your review in the Muckleshoot Bingo Human Resources office.**

OPEN DATE: 3/24/22

CLOSE DATE: When Filled