



YOUR HOME  
FOR M A C E R O N G O

## 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. Per MIB Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol.**

**JOB TITLE:** Live Bingo Shift Manager

**GAMING LICENSE REQUIRED:** Class IIA

**RANGE:** \$23.195 / hr

**STATUS:** Hourly, Non-Exempt

**SYSTEM TITLE:** Shift Manager I

**POSITION REPORTS TO:** Shift Manager II

**JOB SUMMARY:** Responsible for the day-to-day operation of the Bingo Area to include the Bingo caller's stand and Admission's box offices. Directly Supervises bingo personnel.

**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. Oversees game in progress, customers and employees in assigned section.
2. Safeguards company assets located in assigned section.
3. May issue playing packs and electronics; periodically reviews them for irregularities during shift.
4. Attends to any customer disputes arising within assigned section.
5. Enforces rules and regulations of Tribal Gaming Commission operations and controls.
6. Promotes positive customer relations.
7. General management of assigned areas.
8. Assists in the training and development of employees.
9. Performs other job-related duties as assigned.

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

- High school diploma or GED equivalent required.
- Proven abilities as a Floor Clerk, Admissions Cashier, Caller and have Bingo/Gaming experience.
- Five years gaming experience required.

**SPECIFIC SKILLS/KNOWLEDGE/ ABILITIES REQUIRED FOR POSITION:**

- Demonstrate leadership attributes upon which to build.
- Demonstrate the ability of developing individuals and enforcing policies and procedures through training and progressive discipline.
- Demonstrate excellent communications skills, effective at listen to, understanding, and clarifying the concerns and issues raised by employees, co-workers and guests.
- Maintain composure and objectivity under pressure.

**OPENS:** 1/10/19

**CLOSES:** 1/16/19 @ 5pm



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- Resolve issues by using resources effectively.
- Demonstrate ability to communicate effectively orally and in writing.
- Demonstrate knowledge of Microsoft Office Suite applications.
- Available to work any shift including weekends and holidays.

### JOB DEMANDS

#### PHYSICAL

- Regularly required to sit, stand and walk; talk or hear; bend, stoop; climb stairs, reach, bend, twist, kneel, squat and use manual and finger dexterity for operation of personal computer, office equipment and routine tasks.
- Regularly required to sit, stand or walk for extended length of time.
- Frequently required to lift and/or move up to thirty pounds (30 lbs.), occasionally more with or without assistance.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

#### MENTAL

Social perceptiveness to assess and understand other's reactions and behavior. Critical thinking to use logic and reasoning, reach conclusions/solutions. Comprehension in assessing, analyzing, and processing alpha, numeric, and visual data and completing required tasks or documents accurately. Ability to tolerate stress and conduct tasks under critical deadlines. Ability to concentrate on task over a period of time without being distracted.

#### WORK ENVIRONMENT

Exposure to second hand smoke, moderate to high noise level, bright lights, fluctuating temperatures or weather conditions.

- *This list of minimum essential functions is illustrative of the minimums ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed as the maximum expectation, nor does it necessarily list all possible duties that may be assigned.*
- *Success in this position will require ongoing knowledge and application of Company driven performance indicators that include but are not limited to interpersonal and communication skills, change leadership and teamwork, customer service and satisfaction, attendance and punctuality, integrity and dependability.*
- *All duties shall be performed in accordance with Muckleshoot Bingo's policies & procedures, internal control standards, and organizational objectives.*
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

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