



# 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.

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

**JOB TITLE:** Bingo Caller/Floor Clerk  
**GAMING LICENSE REQUIRED:** Class IIA  
**GRADE:** H01/\$13.66  
**STATUS:** Hourly, Non-Exempt  
**SYSTEM TITLE:** Bingo Caller/Floor Clerk  
**POSITION REPORTS TO:** Live Bingo Shift Manager

**HR UPDATE: 3/2021**

**JOB SUMMARY:** The Bingo Caller/Floor Clerk call bingo games, verify winners and make a variety of announcements in a consistently clear, friendly voice. Sell throwaways, verifies bingos, provides appropriate, hospitable customer service. This job has no management authority.

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

- High school diploma or GED equivalent required.
- Previous work experience as a cashier or other work involved with handling money required.
- Knowledge of bingo desirable.

**ON-SITE TEST REQUIRED:** *All tests are distributed in person at the Human Resources' Office.*

- Must pass a math and caller voice test.

**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. Greet visitors, staff, and the general public in person, promoting positive guest relations, answering questions, screening and responding to inquiries, and referring or directing them when necessary to the appropriate persons.
3. Comply with the standard operating procedures of the department.
4. Call a variety of bingo games at a comfortable speed for the bingo player and verify bingo winners by confirming numbers on computer equipment.
5. Announce bingo winners, record number of bingos, amount paid, record Jackpot numbers for posting.
6. Monitor hall as game progresses; assist bingo players who need their bingos verified.
7. Announce daily, weekly, or monthly programs, special events and other announcements.
8. Verify banks and throwaways as issued and signs issue report with Inventory Clerk.
9. Sells with Vault Clerk throwaways in consecutive order, from top to bottom and verifies with Inventory Clerk to determine if additional throwaways need to be issued.
10. Reports to Vault Clerk as soon as the Caller announces that sales are closed for a game and returns unsold throwaways immediately to Inventory.
11. Create, facilitate and maintain a positive work environment.
12. Smile and engage Guests and Employees with a positive professional demeanor.
13. 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.
- Must have clear, precise, customer-oriented voice on the caller stand. Demonstrate ability to follow oral and written instructions.
- Demonstrate ability to communicate effectively both verbally and in writing.
- Exhibit basic arithmetic skills.
- 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: 4/16/2021**

**CLOSE DATE: When filled**