



## Menominee Casino Resort

### 1st Posting

**Position** Bingo Manager

**Job Status** Full-Time

**Minimum Age** 21

**Wage** \$ NEGOTIABLE \$

**Date Posted** Monday, August 29, 2022 8:00:00 AM

**Date Closed** Thursday, September 15, 2022 4:30:00 PM

*FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.*

### SUMMARY

The Bingo Manager shall be responsible for the overall management and operation of the Bingo Department, which may require in excess of 40 hours per week. Specifically, he/she shall be responsible for the following:

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Shall be responsible for the reviewing of all Bingo operations and financial data daily to effectively manage the operations in accordance with all policies, procedures, and regulations.
- Shall be responsible for coordination all advertising, special events and promotions for the Bingo operations with the Marketing Department.
- Shall be responsible for the profit/loss of the operation and ensure that fiscal controls are developed and implemented.
- Shall be responsible for monitoring and approving all purchases for the Bingo operation.
- Shall be responsible for ensuring that all Bingo operations are operated efficiently to ensure overall customer satisfaction for a steady and continuous relationship.
- Shall be responsible for monthly Fiscal and Analytical reports to the general manager.
- Shall be responsible for developing, and monitoring internal procedures and controls to adhere to corporate policies and procedures.
- Shall be responsible for the supervision and scheduling of Bingo personnel for an efficient Bingo operation in accordance with all-corporate policies and procedures.
- Shall have signatory authority for complimentary items and payout.
- Shall be answerable to the General Manager and/or his/her designee and will be responsible for implementing other duties as assigned by the General Manager and/or designee.
- Responsible for maintaining a consistent and regular attendance record.

### SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Candidate will have a Associates Degree in Business, Management or Gaming Degree from an accredited University. Shall have a pleasing personality and the ability to work with the public. Must be able to follow written and oral instructions. Shall have experience in working with the public. To work long and unusual hours is desired. Experience in fiscal management, supervisory management, facility management, and analytical ability is required. Candidate shall have knowledge and experience in accounting



**MENOMINEE**  
CASINO RESORT

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procedures.

### **SPECIAL QUALIFICATIONS**

Candidate must be honest and trustworthy. Candidate shall have an understanding of asset and liability management as they relate to business for profit operation. Shall have demonstrated a proven work record in previous position. Must be at least twenty-one (21) years of age or older. Must not have been convicted of a felony. Must be able to withstand a background check. Must not have been convicted of shoplifting or stealing within the past five- (5) years. Must be able to be approved for and maintain a valid gaming license. Preference given to qualified Menominee or other Native American Applicants.

### **CRIMINAL BACKGROUND MINIMUM REQUIREMENTS**

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.

“In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact.”

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to use hands to finger, handle, or feel objects, reach with hands and arms; and talk or hear. The Employee frequently is required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.