



## Menominee Casino Resort

### 2nd Posting

**Position** Bingo Floor Clerk

**Job Status** Part-Time

**Minimum Age** 18

**Wage** \$ 15.00

**Date Posted** Monday, June 24, 2024 8:00:00 AM

**Date Closed**

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

### SUMMARY

Responsible for the efficient and accurate conducting and calling of Bingo games in a professional manner, monitoring play, providing assistance and making payouts to Bingo customers, and for accurate counting of money and/or merchandise when working the register/floor or paymaster within assigned floor area. Responsible for providing food to all customers in an efficient, courteous and professional manner.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitate verification and payout process by responding promptly to customer with winning combinations and verifying card numbers with caller.
- Assist customer with clarification of game rules and other aspects of bingo games.
- Sell supplies for all special games.
- Maintain accurate records of all cash payouts and game sales.
- Promote positive customer relations by interacting with all customers in a professional and courteous manner.
- Knowledge of the Company's internal controls, policies and procedures.
- Responsible for maintaining a consistent, regular attendance record while in position
- Verify all winning combinations through established system of operations.
- Maintain and keep accurate records ensuring that no errors are made.
- Required to assist in general clean up of bingo hall after scheduled bingo sessions.
- Must be able to reach, bend, push, pull, twist, crouch, kneel, and be able to lift between 20-30 lbs.
- Must have the ability to provide fast and accurate sales when there is a heavy concentration of guests.
- Shall be required work nights, weekends and holidays.
- Shall be required to operate the POS computers for register sales.
- Shall prepare food needed for daily consumption from the kitchen and transfer to the bingo concession food area in accordance with sanitation and health guidelines.
- Shall ensure completion of assigned duties in accordance with sanitation and health guidelines, while maintaining quality standards and preparation schedules.
- Shall ensure the soda and coffee areas are stocked and cleaned throughout the bingo sessions.
- Shall assist with weekly orders set by the bingo supervisor and/or manager.
- Shall conduct month ending inventory with the bingo supervisor at the end of each month.
- Shall set up, clean and maintain safe and healthy environment keeping concession stand and food service area clean, wearing plastic gloves while handling food. Preparing and maintaining a quality product.
- Shall collect money for snacks, serve snacks and make change for guests.
- Shall count bank to ensure accuracy and fill out bank record.
- Shall be responsible for keeping a safe and clean environment of the concession food area.
- Shall complete any other duties assigned by immediate supervisor.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed Tuesday, June 25, 2024 12:18 PM



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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**

High School diploma or GED/HSED required. Experience in bingo operations, computer skills and money handling preferred. A proven work record is required.

### **SPECIAL QUALIFICATIONS**

Strong organizational and interpersonal skills required.

### **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 Guest 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.

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 relates 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 drug, 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.”
- Hiring in Gaming Position is contingent upon criminal background check.

### **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.

### **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.