



## **Vacancy Announcement**

<b>Title:</b>	Table Games Manager
<b>Reports To:</b>	Director of Gaming Operations
<b>Location:</b>	Yreka, CA
<b>Salary:</b>	Grade 11, depending on experience
<b>Classification:</b>	Full Time, Regular, Exempt, Non-Entry Level
<b>Summary:</b>	Responsible for providing an entertaining, fun atmosphere to guests while overseeing effective and efficient Table Games Pits. Ensure that all assigned games are operated in accordance with the established rules and regulations.

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). Just click on the tab for Rain Rock Casino employment opportunities. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097, Email: [dlbernal@rainrockcasino.com](mailto:dlbernal@rainrockcasino.com)



## **Position Description**

**Title:** Table Games Manager

**Reports to:** Director of Gaming Operations

**Location:** Yreka, CA

**Salary:** Grade Level 11, depending on experience

**Classification:** Full-Time, Regular, Exempt, Non-Entry Level

### **Summary:**

Responsible for providing an entertaining, fun atmosphere to guests while overseeing effective and efficient Table Games Pits. Ensure that all assigned games are operated in accordance with the established rules and regulations.

### **Responsibilities:**

1. Create and maintain a fun and exciting, yet professional, workplace for guests and for Team Members.
2. Keep an open line of communication between Table Games and other departments.
3. Provide supervision at all times while games are in operation.
4. Maintain proper documentation of all transactions of assigned shift by accurately recording daily information on all accounting documentation.
5. Count, verify, and balance the station inventory of all assigned games before, during, and after each assigned shift.
6. Remain current on authorized regulatory standards and requirements of Table Games.
7. Develop all policies and procedures for the Table Games Department, create and instruct all aspects of the Table Games dealers school.
8. Ensure game activity, dealing procedures, and supervision is in compliance with Table Games Policies and Procedures and internal controls
9. Initiate and authorize table fills and credits.
10. Resolve player disputes.
11. Greet all guests with a positive, pleasant and professional demeanor.
12. Coach dealers and supervisors in a proactive manner.
13. Evaluate job performance of dealers, dual-rates.
14. Inform the Table Games Supervisor of any irregularities.

15. Know Players Club benefits, property amenities & marketing programs to our guests.
16. Communicate effectively both orally and in writing.
17. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

### **WORKING CONDITIONS & ENVIRONMENT**

1. Must be able to stand and or sit for long periods of time.
2. Must be able to remain focused on game protection at all times.
3. Must be able to maintain focus in a high volume, fast paced environment where teamwork is essential.
4. Must be able to multi-task.
5. Must be able to handle physical and mental stress.
6. Must be able to use hands to finger, handle, or feel.
7. Must be able to project a professional manner at all times.
8. Must be able to stay calm in difficult situations.
9. Must be able to work in a smoke-filled environment.
10. Must be able to stay calm in difficult situations.

### **LEVEL OF AUTHORITY & RESTRICTIONS**

1. Supervises dealers who are in his/her assigned area.
2. Maintaining the safety of the Table Games' Keys.
3. Allowed when needed, access to surveillance.

### **MINIMUM REQUIREMENTS:**

1. Must be at least 21 years of age.
2. Must possess current LCC Servers Permit.
3. High School Diploma or G.E.D.
4. Must have a minimum of three (3) year Table Game Manager experience in Table Games Management.
5. Must have experience in all games in Table Games.
6. Must have experience and ability to create & instruct a table game dealing.
7. Must have experience and knowledge on developing policies and procedures for School Table Games.
8. Must possess efficient organizational and planning skills.
9. Must possess reasonable ability to communicate in English.
10. This position is subject to pre-employment drug testing and criminal history background check which may include fingerprinting.
11. Must have employment eligibility in the U.S.
12. Must receive and maintain a valid high security gaming license from the Tribal Gaming Commission.
13. Indian preference will be observed in the hiring process.

14. Must adhere to confidentiality policy

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

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Team Member Name	Signature	Date
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Team Leader Name	Signature	Date
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**Council Approved:** *(date)*

**Chairman's Signature:** \_\_\_\_\_

Original to HR  
Copy to Team Member  
Copy to Team Leader