



Vacancy Announcement

Title: Table Games (Blackjack) Shift Manager

Reports To: Table Games Manager

Location: Yreka, CA

Salary: Competitive Salary and Benefits, (DOE)

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.

Application Deadline: November 22, 2017 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.rainrockcasino.com

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.rainrockcasino.com or by contacting the Human Resource Department, Telephone (530) 598-5445, Fax: (530) 493-5322, Email: dbernal@rainrockcasino.com



Position Description

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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. Ensure game activity, dealing procedures, and supervision is in compliance with Table Games Policies and Procedures and internal controls
8. Help to develop all P&P's for the Table Games Department, create and instruct aspects of Table Games Dealer School.
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 Floor Supervisors, Dealers and Dual-Rates.
14. Know Players Club benefits, property amenities & marketing programs to our guests.

15. Communicate effectively both orally and in writing.
16. Inform the Table Games Manager of any irregularities.
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. Manages Table Games Shift
2. Maintaining the safety of the Table Games' Keys.
3. Allowed when needed, access to surveillance.

MINIMUM REQUIREMENTS:

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

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

Chairman's Signature: _____