



## **Vacancy Announcement**

<b>Title:</b>	Slot Manager
<b>Reports To:</b>	Director of Operations
<b>Supervises:</b>	Slot Technicians
<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>	Under direction from the Director of Operations, administers and directs floor personnel. Promotes guest service and assists in the coordination and supervision of all operational areas in accordance with Rain Rock Casino/Slot Department Policies and Procedures.

### **Application Deadline: June 17, 2019 by 5:00pm**

Applications are available at all Tribal Offices or on the Internet at [www.rainrockcasino.com](http://www.rainrockcasino.com).

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.rainrockcasino.com](http://www.rainrockcasino.com) 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**

<b>Title:</b>	Slot Manager
<b>Reports to:</b>	Director of Operations
<b>Supervises:</b>	Slot Technicians
<b>Location:</b>	Yreka, CA
<b>Salary:</b>	Grade Level 11, depending on experience
<b>Classification:</b>	Full-Time, Regular, Exempt, Non-Entry Level

### **Summary:**

Under direction from the Director of Operations, administers and directs floor personnel. Promotes guest service and assists in the coordination and supervision of all operational areas in accordance with Rain Rock Casino/Slot Department Policies and Procedures.

### **Responsibilities:**

1. Responsible for administration, policy and procedure formulation and implementation for the department.
2. Serve as a liaison to all other departments, ensuring quality service is provided and State or Federal specifications and standards are met.
3. Instructs and trains team members on the policies and procedures.
4. Cooperate and maintain effective communication with other team members.
5. Must project a professional and helpful attitude at all times.
6. Ability to start projects and follow through unsupervised.
7. Regularly review and evaluate Slot Services departmental performance and take appropriate steps in resolving unsatisfactory results or conditions.
8. Maintains appropriate staffing levels in the department by interviewing, selecting, training, evaluating, promoting, discipline and terminating employees as needed.
9. Knowledge of local jurisdiction Gaming Laws (Federal, State and Tribal) and attendance regulations as well as Internal Control.

10. Keep the Slot Technical Lead informed of all pertinent information.
11. Liaison between Slot department and Gaming Commission, Guest Development and Marketing departments.
12. Coordinate: All machines moves, installs and conversions.
13. Provide information and explain Players Club benefits, property amenities & marketing programs to our guests.
14. Communicate effectively both orally and in writing.
15. Counsels, guides and instructs direct reports in the proper performance of their duties for all areas of responsibility; plans growth opportunities for those employees who display the necessary skills, motivation and attitude to progress.
16. 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 work in a smoke-filled environment.
2. Must be able to work all shifts, weekends, holidays & special events as needed.
3. Must be able to lift or move at least 50 pounds.

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

1. Monitor schedules to optimize casino profitability.
2. Directly oversee Slot Technical Staff, Supervisors, indirectly supervise the activities of all Slot Employees.
3. Carry out supervisory responsibilities with the organization's policies and applicable laws.
4. Responsibilities include but not limited to, interviewing, hiring and training employees. Planning, assigning and directing work, appraising performance, rewarding and disciplining employees and addressing complaints and resolving problems.
5. Monitor performance of slot equipment; make recommendations to gaming director.

### **MINIMUM REQUIREMENTS:**

1. Must be at least 21 years of age.
2. Must possess OLCC Servers Permit
3. Must possess Food Handlers Permit.
4. Must have High School Diploma or GED.
5. Four (4) years of Management and Slot Supervisory experience in Casino environment required.
6. Must have basic knowledge in Microsoft Word and Excel.
7. Knowledge of administrative and management principles, theories and practices.
8. Possess sound, mature judgement and good organizational and planning skills.
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:** \_\_\_\_\_

- Original to HR
- Copy to Team Member
- Copy to Team Leader