



Vacancy Announcement

Title: Slot Attendant
Reports to: Slot Supervisor
Location: Yreka, CA
Salary: Grade Level 2, depending on experience
Classification: Full-Time, Regular, Non-Exempt, Non-Entry Level

Summary:

Consistently provide a high degree of prompt, considerate and courteous guest service by means of acknowledgement and accommodation.

Application Deadline: *Open Until Filled*

Applications are available at all Tribal Offices or on the Internet at www.rainrockcasino.com, just click on the tab for Rain Rock Casino. 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)777-RAIN, Address: 777 Casino Way, Yreka, CA 96097, Email: dbernal@rainrockcasino.com



Position Description

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Responsibilities:

1. Maintain a clean and organized work area keeping the guest area stocked with flyers.
2. Offer accessibility to guests by constantly monitoring assigned area.
3. Verify Slot paper fills, and verifies/performs hand pays.
4. Demonstrates proficiency and accuracy when performing transactions with money and/or filling out required paperwork.
5. Accurately handle receipts from sales, reconcile receipts, balances cash drawers and aids in additional sales products on a shift-by-shift basis.
6. Keep track of large amount of cash while paying out winnings and taking in sales in different drawers.
7. Comply with all gaming regulations regarding alcohol sales.
8. Respond to and accesses the condition of machines that indicate that service is needed.
9. Perform minor machine maintenance.
10. Perform on-line accounting functions and completes associated paperwork.
11. Comply with all casino policy and procedures, MICs, Gaming Rules and Regulations and Title 31 requirements.
12. Provide information and explain Players Club benefits, property amenities & marketing programs to our guests.
13. Communicate effectively both orally and in writing.
14. 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 stand and walk for their entire shift, excluding lunch and breaks.
4. Must be able to move 50 pounds or more.
5. Manual effort including, but not limited to, walking, lifting, pulling, pushing, reaching, carrying, stooping, bending, twisting & standing 100% of the time.
6. Must be able to work in a high stress atmosphere.
7. Must be able to work in a fast-paced environment where team work is essential.

LEVEL OF AUTHORITY & RESTRICTIONS

1. Jackpot signature authority.
2. Machine access keys.

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 a High School Diploma or GED.
5. Able to pass a basic math test.
6. Ability to perform transactions on a "remote validation system".
7. Computer skills helpful.
8. Some cash handling experience.
9. Working knowledge of all Title 31 requirements and pass all Title 31 examinations.
10. IRS license for multi-game tickets. (Casino Expenses)
11. Must possess reasonable ability to communicate in English.
12. This position is subject to pre-employment drug testing and criminal history background check which may include fingerprinting.
13. Must have employment eligibility in the U.S.
14. Must receive and maintain a valid high security gaming license from the Tribal Gaming Commission.
15. Indian preference will be observed in the hiring process.
16. 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: _____