



**POSTED: July 22<sup>nd</sup>, 2024    DEADLINE: Until Filled**

**JOB DESCRIPTION**

**POSITION:**            **Bingo Floor Worker**  
**DEPARTMENT:**      **Bingo**  
**LOCATION:**            **Casino Resort**  
**SUPERVISOR:**       **Bingo Manager**  
**EMPLOYMENT:**      **Part-time**  
**PAY RATE:**           **\$13.00/Hour (Non-Exempt)**  
**LICENSE STATUS:** **Key-Employee**

**DESCRIPTION:**

The Bingo Floor Workers are under the supervision of the Bingo Manager/Supervisor, and are responsible for selling additional specials, assist customers in proper process of playing bingo, call bingos out loud to caller over microphones, and perform various other duties as required by management. A Floor Worker needs to be energetic, able to stand on their feet for long periods of time, communicate easily with large groups of people, and make change accurately and quickly. Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Minimum Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Bingo Department Policy, and Procedure Manual.

**RESPONSIBILITIES:**

- Provide excellent Guest Service to guests, internal and external, through active guest engagement and positive attitude.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title

31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Bingo Department Policy and Procedure manual.

- Assists customers in proper process of playing bingo.
- Maintain bingo tables, keeping them clear of used cards and other debris.
- Selling, counting, and verifying bingo cards.
- Works with the caller in locating, identifying, and verifying if a bingo win or multiple wins occurred.
- All other duties outlined in the NWCR Bingo SICS related to Floor Workers.
- Due to the dynamic Casino Environment, from time to time we require employees to be flexible and assume other responsibilities assigned by management.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Degree (GED).
- Ability to speak clearly and concisely.
- Basic mathematical skills.
- Must be energetic and comfortable with public speaking.
- Must be familiar with the rules of different bingo games.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

**PREFERRED QUALIFICATIONS:**

- 1-3 years of Bingo experience
- Ability to perform assigned duties with minimal supervision.
- Ability to communicate effectively orally and in writing.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the team member is required to sit and/or stand for long periods of time.

**WORKING CONDITIONS:** Noise levels are consistent in a casino environment. Must be available to work various shifts including holidays and weekends. Team members must be able to work in a smoking environment.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the*

*position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**PREFERENCE FOR HIRING:**

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

**Date Approved by Gaming Commission: 05/16/2023.**

**Date Approved by the Tribal Council: 08/29/2023.**

**Northern Waters Casino Resort**

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Sign \_\_\_\_\_ Date \_\_\_\_\_