



POSTED: December 15th, 2023

DEADLINE: Until Filled

JOB DESCRIPTION

POSITION: Slot Attendant

DEPARTMENT: Slots

LOCATION: Resort

SUPERVISOR: Slot Supervisor

EMPLOYMENT: Full-time

PAY GRADE: \$13.00-\$15.00/Hour (Non-Exempt)

LICENSE STATUS: Key-Employee

DESCRIPTION:

The Slot Attendant is responsible for the overall service needs of the gaming floor. Under the supervision of the Slot Supervisor, the Attendant assists with jackpot pay-outs and all other guests' needs. The Attendant is an ambassador for the Resort and must provide all guests with any requested information or assistance.

RESPONSIBILITIES:

- Provide excellent guest service, 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, Slots Department Policy and Procedure Manual.
- Responsible for jackpots and paper fills, ensuring Company policies are being met.
- Responsible for basic service needs of all slot machines.
- Assists in ensuring machine integrity when jackpots occur and at other times requested.
- Knowledge of local jurisdiction gaming laws (federal, state, etc.) and attendant regulations as well as the Company's internal controls, policies, and procedures.
- Brings disputes and unusual customer activities to the attention of the Shift Manager.
- Due to the dynamic casino environment, we require employees to be flexible and assume other responsibilities assigned by management.

MINIMUM QUALIFICATIONS:

- High School diploma or G.E.D.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- The Employee must frequently lift and/or move up to 30 pounds. Specific vision, depth perception, and the ability to adjust focus.
- Must be able to work nights, weekends, and holidays.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

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 LVD Gaming Commission: 05/16/2023.

Date Approved by the Public Enterprise Finance Commission (PEFC): 08/29/2023

Northern Waters Casino Resort

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Sign_____ Date_____