POSTED: October 28th, 2026 **DEADLINE: Until Filled**

POSITION: **Poker Room Attendant**

DEPARTMENT: **Table Games**

LOCATION: **LVD Casino**

SUPERVISOR: **Table Games Manager**

EMPLOYMENT: **Part-Time/Full-Time**

SALARY/PAY RATE: **$16.00-20.00 per hour (Non-Exempt)**

LICENSE STATUS: **Key-Employee**

DESCRIPTION:

The Poker Room Attendant is responsible for interaction directly with customers, providing information, starting and maintaining tournament play. This position requires adherence to all relevant federal, state and local laws, gaming regulations and ordinances as well as company policies and procedures. You should be organized and dependable to oversee and manage all aspects of tournaments, live action Texas Hold'em games or any other poker games approved by Casino Management. Responsible for ensuring smooth operations, maintaining the integrity of the tournament and providing an enjoyable experience for all participants. This role requires strong leadership, attention to detail, and a broad understanding of poker rules and tournament structures.

RESPONSIBILITIES:

- Provide excellent service to guests while working in a fast-paced environment. This includes all aspects of customer service including arranging food and beverages or any other needs to make the game enjoyable for our patrons.
- Ensure all players are aware of tournament rules and guidelines.
- Manage player registration sheets and ensure accurate player lists.
- Address player inquiries and resolve any conflicts in a professional fair manner.
- Monitor player conduct to ensure a positive environment, taking action against any violations of tournament rules and etiquette.

- Oversee the progression of the poker tournaments, ensuring smooth play and timely breaks.
- Manage the game list and seat players according to their requests.
- Announce changes in blinds and breaks.
- Handle the tournament clock, ensuring it is used effectively to keep the event on schedule.
- Oversee barrel drawings and distribute prizes.
- Serve as the final authority in resolving player disputes, ensuring fair decisions are made quickly and transparently.
- Enforce tournament rules consistently and impartially.
- Confirm and post tournament results. Collaborate with vault for winner payouts.
- Provide feedback and suggest improvements for future tournaments.
- Work with the Marketing department to promote upcoming events and tournaments.
- 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, Golf Course Department Policy and Procedure Manual.
- Must be able to work independently and be an excellent problem solver.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.
- Assist in the overall housekeeping of the poker room to maintain a clean, safe, and hazard-free work environment.
- Any like duties or new departmental concepts as assigned by Management.

MINIMUM QUALIFICATIONS:

- Knowledge of the game of Texas Hold'em Omaha and tournament structures.
- Passionate about poker and ensuring a fun, competitive environment for players.
- Professional and approachable demeanor.
- Ability to accurately handle money and chip exchanges.
- Strong customer service background.
- Must be calm under pressure, during critical moments of tournament play.
- Willing to attend seminars, or educational training pertinent to Casino Gaming and Resort operations.
- Good oral and written communication skills.
- Requires understanding of Casino Gaming Operations.
- High School Diploma or GED.
- Must be able to pass background, drug-screen and all other pre-employment obligations.

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: 03/27/2025

Date Approved by the Public Enterprise Finance Commission (PEFC): 03/27/2025

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Signature_____ Date:_____