



POST: July 30th, 2025

DEADLINE: Until Filled

JOB DESCRIPTION

POSITION: Table Games Manager

DEPARTMENT: Table Games

SUPERVISOR: General Manager

LOCATION: Casino Resort

EMPLOYMENT: Full-Time

SALARY/PAY RATE: \$19.00 - \$24.00/Hour (Non-Exempt) D.O.E.

LICENSE STATUS: Key-Employee

JOB DESCRIPTION:

Manages the Table Games department and directs the Supervisors and activities in the assigned gaming areas. Sets Schedules and staffing needs and addresses all guest service issues.

RESPONSIBILITIES:

- Provide excellent 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, Table Games Department Policy and Procedure Manual.
- Schedules Supervisors and Dealers according to departmental needs while keeping payroll cost in line.
- Manages the Operations of the Table Games Department.

- Decides which table to open and when to close them. This is done in a manner to ensure the maximum profitability of the Table Games Department and the minimum expense.
- Limits the amount of overtime within the Department.
- Works with the Director of Casino Operations in evaluating the Departments Revenue flow and recommends improvement opportunities.
- Assists department employees in providing the best possible customer service.
- Notifies Director of concerns within the Department and has input on solving these concerns.
- Assists Supervisors and Dealers with any problems that may occur which are job related.
- Addresses job performance of supervisors and dealers in an effective manner.
- Provides counseling and Corrective Action as needed.
- Assists Supervisors in making fair calls when a mistake is committed or a dispute in the pit occurs.
- Creates reports and other duties as assigned.
- Due to the dynamic Casino Environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.
- Responsible for the training, supervision, scheduling, and development of all Department Team members.
- 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:

- Must have a High School Diploma or G.E.D.
- Knowledge of State gaming laws and regulations.
- 5 years Table Games Experience.
- 5 years of Management Experience.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

PREFERRED QUALIFICATIONS:

- 10 years Table Games Experience.
- 10 years Casino Management Experience

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:

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

Northern Waters Casino Resort

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Sign _____ Date _____