

**Sitka Tribe of Alaska
Job Description**

JOB TITLE: Gaming Worker

Exempt:	No	Wage:	\$10-12/hr. DOE
Department:	Economic Development	Hours:	Up to 20/25 hours/week
Reports to:	Gaming Manager	Effective Date:	February 25, 2019
Prepared By:	Econ. Development Director	Approved By:	General Manager

SUMMARY

This is a part-time year-round position, up to 20-25 hours weekly. This position provides excellent customer service to customers who participate in Sitka Tribe of Alaska Gaming activities that include Bingo and Pull tabs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

Operation Duties:

- Set up chairs, tables, bingo packets and pull-tab bins for gaming activity
- Ensure the operation follows the STA Bingo Procedures, STA Charitable Gaming Prepare coffee and condiments for customers
- Prepare bingo packet and restock inventory
- Alternate duties as caller and floor worker on a rotating schedule
- Provide accurate account of cash and credit card transactions

Facilities:

- Assists in cleaning the STA Bingo facility after bingo and pull-tab operation and that the facility always maintains a professional business appearance
- Notify supervisor of any issues with the STA Bingo facility so a request for repair can be made

Meetings, reports and other:

- Keep Supervisor informed concerning work progress, including present and potential problems
- Attend STA all staff meetings and trainings as required
- Responds to questions/concerns in a courteous manner
- Other duties as assigned by the Supervisor

MINIMUM QUALIFICATIONS

Education/License

- High School diploma or GED
- Valid Alaska State Driver's License, required.

Experience, Knowledge, Skills and Abilities

- Be at least 21 years old – required per gaming regulations to be able to sell pull tabs
- 1-year experience handling cash and cash receipts
- Excellent customer service skills
- In previous employment, demonstrated ability to be a reliable worker (show up on time)

- and consistent with the required work schedule)
- Strong sales ability with minimum errors in cash transactions.
- Ability to relate well with the public, work evenings and weekends and the occasional holiday,
- Communicate effectively orally and in writing.
- Attention to detail and accuracy is required

Physical Requirement:

- Ability to lift 40+ pounds
- Prolonged standing and walking

Criminal History:

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty
- Who has ever been convicted of, pled guilty or no contest to, or has a current pending charge of, a felony
- Who has ever been convicted of or pled guilty or no contest to a crime involving theft or dishonesty or a violation of a gambling law

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

Drug and Alcohol Free Workplace:

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

Preference:

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

Approved:

Received:

General Manager

Date

Deputy General Manager

Date