

Baraga Property
16449 Michigan Avenue
Baraga, MI 49908
906-353-6623 x4120
Fax: 906-353-8786



Marquette Property
105 Acre Trail
Marquette, MI 49855
906-249-4200 x204
Fax: 906-249-4401

Human Resource Office

OJIBWA CASINOS POSITION DESCRIPTION

JOB TITLE: Card Games Dealer

DEPARTMENT: Gaming

LOCATION: Marquette

SUPERVISOR: Pit Boss

WAGE: Grade 2 (Min: \$7.30/hr + tips)
(Guaranteed minimum wage \$13.00/hr)
Part-Time (up to 37 hours/wk)
Non-Exempt Position

CLOSING DATE: Continuous

The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

TO APPLY, PLEASE COMPLETE A KBIC ENTERPRISE APPLICATION AND SUBMIT IT TO:

Human Resources Department hr@ojibwacasino.com

16449 MICHIGAN AVENUE
BARAGA, MI 49908
FAX: 906-353-8786

OR

105 ACRE TRAIL
MARQUETTE, MI 49855
FAX: 906-249-9610

POSITION SUMMARY: This position deals assigned card games in accordance with procedures as stated in the Dealer's Manual. Helps create a positive, friendly, courteous and fun customer atmosphere. This is a non-exempt entry-level position that works swing shifts as assigned to include nights, weekends and holidays.

QUALIFICATIONS/REQUIREMENTS:

1. High School Diploma, GED or High School Certificate of Completion is preferred.
2. Must be at least 18 years old.
3. Must be willing to work nights, weekends and holidays.
4. Must be able to obtain and maintain a gaming license.
5. Must have good math skills with the ability to add and subtract.
6. Must attend and complete Gaming Dealer training.
7. Must possess excellent interpersonal and communication skills. Must be personable and friendly with the ability to interact with a variety of people. Excellent customer/employee relation skills are required.

8. The individual must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.
9. Must be willing and able to follow a strict dress code of black slacks and black shoes (*shirts provided*).
10. Must be willing and able to obtain additional education and training as needed.
11. Must have a satisfactory work and attendance record.

DUTIES AND RESPONSIBILITIES:

- Conducts gambling table, such as dice or cards, in accordance with standard operating procedures.
- Must deal Blackjack at three hundred eighty-five (385) hands per hour (minimum).
- Exchanges paper currency for playing chips.
- Insures that all wagers are placed before cards are dealt, or other games are begun.
- Makes accurate, clear, easily followed, chip and cash transactions.-
- Computes payable odds to winning bets.
- Informs Pit Boss of any mistakes, disputes, and suspicious or irregular play.
- Shall make every effort to treat the public in a polite and helpful manner, exhibiting superior customer service skills.
- Explains operating rules and regulations to patrons.
- Inspects cards for defects, such as scratches, cuts, discoloration, or any other irregularities.
- Must obtain Title 31 certification.
- Performs all other job related duties as assigned by their supervisor.

PHYSICAL REQUIREMENTS:

1. Must be able to continuously stand for long periods of time and have good manual dexterity.
2. Must be able to tolerate varying levels of noise, dust and/or smoke.
3. Employee must pass a pre-employment background check, physical and drug screen.

This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.