

Baraga Property

16449 Michigan Avenue
Baraga, MI 49908
906-353-6623 x4188
Fax: 906-353-8786



Marquette Property

105 Acre Trail
Marquette, MI 49855
906-249-4200 x204
Fax: 906-249-9610

Human Resource Office

OJIBWA CASINOS POSITION DESCRIPTION

JOB TITLE:	Slot Attendant	DEPARTMENT:	Slots
LOCATION:	Marquette	SUPERVISOR:	Slot Supervisor
WAGE:	Grade 4 (Min: \$10.00/hr +tips) <i>Guaranteed minimum wage \$13.00/hr</i> Part-time (<i>up to 37 hours/wk</i>) 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:

(applications may be obtained on the Ojibwa Casino website or from Human Resources)

You may email to hr@ojibwacasino.com **OR**

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

OR

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

POSITION SUMMARY:

The primary focus of this position is to ensure consistent excellent customer service to all guests of the Casino, while showcasing a caring and positive attitude. The incumbent responds to requests for information from customers regarding how slot machines are played and the types of payouts, resets/troubleshoots machines, resolving coin jams, aiding in jackpots and fills, documenting, locating and informing slot techs of malfunctions that they are unable to repair. This non-exempt position 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 able to obtain a gaming license and maintain licensure throughout employment.
3. Must be at least 18 years old.
4. Must be willing to work nights, weekends and holidays as necessary.

5. Must possess excellent interpersonal and communication skills.
6. Must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.
7. Ability to establish and maintain productive working relationships with guests, staff and other departments is essential.
8. Must be willing and able to obtain additional education and training as needed.
9. Must have a satisfactory work and attendance record.
10. Must pass a pre-employment physical and drug screen.

DUTIES AND RESPONSIBILITIES:

- Assist customers by explaining how to play the different slot machines and explain jackpots and types of payouts.
- Circulates throughout the assigned area, observing players and monitoring the functioning of the slot machines.
- Completes all paperwork before, during and at end of assigned shifts.
- Assists in making jackpot payouts, hopper fills and resetting minor machine malfunctions within set timelines, including contacting and confirming assistance of a slot technician as needed.
- Safeguard assigned equipment, such as keys, radios, etc.
- Reports equipment needs, malfunctions and/or issues to supervisor in a timely manner.
- Reports guest emergencies such as intoxication, annoying behavior or cheating to supervisor immediately.
- Promotes and maintains necessary communications between self, co-workers and supervisors to ensure controlled operation of slot floor areas.
- Ensures that all slot machines are operable; functioning properly and accurately paying out wins.
- Identifies safety hazards and reports them to the proper authority.
- Performs assigned slot department activities in accordance with the policies and procedures prescribed in Minimum Internal Control Standards and all Federal, State and Tribal ordinances.
- Apply Title 31 Federal cash reporting requirements as mandated.
- Assist in the player evaluation process.
- Promotes and practices positive guest service skills at all times; displays a courteous, helpful attitude promptly, at all times, when dealing with our patron's needs.
- Addresses customer and employee needs courteously and promptly.
- Assists in keeping all immediate work areas neat and clean.
- Attends all training as needed/required.
- Maintains strict confidentiality of all casino matters.
- Performs all other job related duties as assigned by their supervisor.

PHYSICAL REQUIREMENTS:

1. Must be able to stand, sit, walk and bend/stoop continuously for long periods of time.
2. Must be able to lift/carry up to twenty (20) pounds, push/pull a maximum of thirty (30) pounds.
3. Must be able to tolerate varying levels of noise, dust and/or smoke.
4. 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.