

NISQUALLY RED WIND CASINO JOB DESCRIPTION

JOB TITLE: Keno Apprentice
REPORTS TO: Keno Manager
CASINO DEPARTMENT: Keno

RANGE: H-2 to H-7
STATUS: Non-Exempt

POSITION OBJECTIVE: Provide career positions to Nisqually Tribal Members in support of the Nisqually Indian Tribe. Provide guidance, growth opportunities and skills to enable the advancement of the Nisqually Tribal Members in developing careers and lifelong work skills.

Our Mission: To enhance continued economic viability and quality of life for the Nisqually Indian Tribe, our Employees, and the neighboring communities

Our Vision: Creating incredible experiences.

Our Core Values: Integrity, Communication, Accountability, Respect, Teamwork

JOB SUMMARY: This position provides an opportunity for Nisqually Tribal members to gain skills necessary for the position of Keno Supervisor. Apprenticeship in the supervision of Keno Department. Hands-on learning experience for running and writing keno game tickets, cashiering and using Keno system, and overseeing games in progress, guests, and team members in Keno.

QUALIFICATIONS:

Required skills and knowledge:

- Nisqually Tribal Member.
- Willingness to study toward and earn GED or high school diploma.
- Ability to learn all aspects of the Keno Department.
- Ability to follow detailed procedures, accept guidance, and correct actions.
- Ability to learn and use a basic computer and basic math skills.
- Ability to work within time constraints and stay on task.
- Ability to learn communication skills, both verbal and written.
- Ability to work independently and use sound judgment.
- Positive guest service and teamwork skills.
- Ability to work all shifts including weekends and holidays.
- Must complete Title 31 requirements.
- Ability to obtain a Class III Gaming License.

PHYSICAL REQUIREMENTS:

- Ability to bend, reach, push, pull, squat and lift up to 40 pounds.
- Ability to stand and/or move around continuously during assigned shift.
- Ability to reach with hands and arms.

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- Manual and finger dexterity for operation of personal computer and routine paperwork.
- Ability to tolerate a noisy, smoke-filled environment.

ESSENTIAL FUNCTIONS OF THE JOB:

- Knowledge of departmental Guest Service Standards.
- Knowledge of casino promotions.
- Assist the Keno staff by performing the essential functions of Keno Runner-Writer, Keno Dual-Rate and Keno Shift Supervisor positions.
- Learn the operation of Keno including player club system.
- Oversees games in progress, guests, and team members in Keno.
- Safeguards company assets located in assigned section.
- Assigned to run Keno on the gaming floor, cashier/game station, or Keno area.
- Supplement learning with department training, company training, online and/or off-site classes.
- Gives superior guest service at all times.
- Performs other duties as assigned.

Approved by:

Date