

NISQUALLY RED WIND CASINO JOB DESCRIPTION

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

RANGE: H-2 to H-12
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 allows Nisqually Tribal members to gain skills necessary for the Keno/Sportsbook Supervisor position. Apprenticeship under the supervision of the Keno/Sportsbook Department. A hands-on learning experience for running and writing keno/sportsbook game tickets, cashiering and using the Keno/Sportsbook system, and overseeing games in progress, guests, and team members in Keno/Sportsbook.

QUALIFICATIONS:

Required Skills and Knowledge:

- Nisqually Tribal Member.
- Willingness to study toward and earn a GED or high school diploma.
- Ability to learn all aspects of the Keno/Sportsbook 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 the assigned shift.

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- Ability to reach with hands and arms.
- Manual and finger dexterity for operating a 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/Sportsbook staff by performing the essential functions of Keno/Sportsbook Runner-Writer, Keno/Sportsbook Dual-Rate, and Keno/Sportsbook Shift Supervisor positions.
- Learn the operation of Keno/Sportsbook, including the player club system.
- Oversees games in progress, guests, and team members in Keno/Sportsbook.
- Safeguards company assets located in the assigned section.
- Assigned to run Keno/Sportsbook on the gaming floor, cashier/game station, or Keno/Sportsbook 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