



JOB OPENINGS

As of 08/03/2020

The following positions are now open and available for consideration until filled. Any and all interested Team Members **should complete and return a REQUEST TO TRANSFER FORM to the Human Resources Department.** Team Members currently on a Conditional Gaming License are not permitted to apply.

Note: Number of current openings are reflected in parenthesis. If no number appears, we have only 1 (one) vacancy.

NATIVE AMERICAN PREFERENCE STATEMENT

Pauma Band of Mission Indians, a federally recognized Indian Tribe, in accordance with section 703(i) of Title VII of the Civil Rights Act of 1964, will give preference to Native Americans who meet job position minimum qualifications with regard to hiring, promotions, transfers and training.

ACCOUNTING

REVENUE AUDIT CLERK

Collect, post, balance and review daily paperwork and transmittal forms for Cage and Vault to determine accuracy as assigned by Audit Supervisor. Audits, verifies, and reconciles revenue source documents.

Minimum Requirements

- One year experience in accounting and bookkeeping. Training in accounting and bookkeeping at the vocational or college level may be substituted for the required experience on a year for year basis. Experience in using Excel and Word. Previous work in the Cage environment preferred.
- Ability to type and operate a 10 key calculator
- Ability to organize priorities, follow procedures, and attention to details.
- Ability to communicate affectively orally and in writing.
- Ability to interpret and evaluate internal controls.
- Ability to utilize computer equipment, telephone, and photo copy machine.
- Must be detailed oriented and be able to enter data correctly and accurately.
- High School Diploma or GED.

COUNT TEAM

COUNT TEAM MEMBER

Performs soft count responsibilities as assigned; to include Table Games count, slot machine cash drops, coin drop, count and verification of currency and chips.

Minimum Requirements

- Ability to operate a 10-key calculator
- Ability to perform basic math computations
- Ability to follow oral and written instructions
- Ability to set and follow priorities
- Ability to communicate effectively orally and in writing
- Ability to maintain effective working relationships with coworkers and customers
- High School Diploma or GED (required)

ENVIRONMENTAL SERVICES

ENVIRONMENTAL SERVICES(Grave)

Performs detailed cleaning of the entire Casino and restrooms.

Minimum Requirements

- Entry-level position
- Must be able to read, write, and communicate effectively in English
- Knowledge of safety standards

FOOD AND BEVERAGE

BAR BACK

Responsible for assisting Bartenders and Beverage Servers.

Minimum Requirements

- Entry-level position
- Must be 21 years or older required
- Knowledge of beverage operations and guest service
- Ability to be guest/service oriented
- High School Diploma or GED (preferred)

BEVERAGE SERVER

Serve and /or sell non-alcoholic and alcoholic beverages to Guests all while providing, fast, friendly, and exemplary guest service.

Minimum Requirements:

- Minimum 6 months previous beverage service experience or 6 months of Food & Beverage service experience required
- 21 years of age+
- Ability to communicate effectively with Team Members and Guests
- Knowledge of beverage operations and guest service required
- Working knowledge of POS, Micros or other register software preferred

COOK

Prepare, season and cook sauces, meats, vegetables and other foodstuffs in a restaurant using standardized recipes. Serves prepared food using appropriate plates, cups, pans, bowls and trays to maintain customer appeal. Clean and sanitize workstation making sure everything is properly covered, labeled, dated and rotated, to insure service of quality and healthy food.

Minimum Requirements

- Two years cooking experience in institutional food preparation including broiler, sauté and frying.
- Ability to read and use standardized institutional recipes.
- Ability to read chemical directions and warnings for their proper use.
- Have a thorough knowledge of all institutional kitchen equipment and their proper use and care.
- Fine motor skills (knives, small utensils)
- Ability to read, understand and communicate any caution or safety notices.

EXPEDITOR/FOOD RUNNER

Responsible for arranging the transfer of food from the kitchen line to the serving floor. Ensure each plate is prepared neatly, properly and in accordance with customer specifications and kitchen/Restaurant Standards. Provides assistance to food servers.

Minimum Requirements:

- Entry Level Position
- High school degree or equivalent preferred
- Willing to work nights, holidays, and weekends
- Physically able to carry 35 pounds; able to stand, bend, and move throughout shift
- Works well and efficiently under pressure as a team or on individual tasks.
- Good interpersonal skills and communications with all levels of staff and management

FOOD SERVICE ATTENDANT (GRAVE)

Responsible for preparing raw food items for cooking process. Peels, cuts, chops, dices, slices and minces meats, cheeses, vegetables, fruits and other food products following specifications. Cleans and sanitizes workstation making sure everything is covered, labeled, dated and rotated, to insure service of quality and healthy food. Receive and disburse money. Use equipment such as adding machines, point of sale machines, and credit card processing machines to process payments for customers. Performs all closing duties and additional duties as directed by management. These tasks will be handled in a friendly, courteous, helpful, timely and professional manner resulting in a high level of guest satisfaction.

Minimum Requirements

- 6 months prior cashiering experience (preferred) or the successful completion of in house cashier training course.
- Prior hospitality experience (preferred.)
- Ability to read and use standardized institutional recipes.
- Knife motor skills.
- Ability to read chemical directions and warnings and for their proper use.
- Ability to read and understand any caution or safety notices.
- Ability to read, write and speak English language sufficient to offer special promotions, make correct change and communicate with guests
- Must have knowledge of restaurant operations, service standards, etiquette, and guest relations.
- Ability to remember, recite and promote the variety of menu items.
- Ability to operate computerized point of sale equipment.
- High School Diploma or GED (preferred)

HOST/CASHIER

Responsible for performing as a host/ess and cashier during assigned shift assisting team members and guests.

Minimum Requirements

- High School diploma or GED
- Minimum 6 months cash handling skills required
- Prior hospitality experience preferred

MARKETING

GUEST SERVICE REP (1 Full Time & 1 Part Time)

Responsible for executing excellent customer service / guest interaction skills through new club membership sign-ups, explaining club benefits and point redemption, promotional coupon input and gift / cash distribution. Also assists with promotions, special events, merchandise sales and stocking.

MINIMUM QUALIFICATIONS:

- Ability to work a flexible schedule
- Previous work in a guest service environment (preferred)
- Retail sales and / or money handling experience (preferred)
- Knowledge of basic computer skills
- Ability to type up to 30 wpm
- High School Diploma or GED (required)

SECURITY

SECURITY/EMT OFFICER

Responsible for maintaining the facility, customer and employee security and safety during assigned shift. You would also escort all money transfers throughout the casino, and escorts armored car personnel while at the facility. Provides emergency medical assistance and First aid to patrons and employees, as needed; within the scope of EMT certification and training.

Minimum Requirements

- High School Diploma or GED.
- 2-3 Years' experience in Law enforcement, Military or Security (preferred)
- 1 year experience as an EMT (preferred)
- Valid California Driver's License (required)
- Must be Vehicle insurable
- Current EMT License (required)
- Knowledge of proper security procedures in a public relations/customer service atmosphere
- Knowledge of State and local laws applicable to the Casino Pauma
- Ability to stand for long periods of time

SECURITY OFFICER

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Minimum Requirements:

- High School Diploma or GED
- 2-3 Years' experience in Law enforcement, Military or Security (preferred)
- Valid California Driver's License (required)
- Must be Vehicle insurable
- Knowledge of proper security procedures in a public relations/customer service atmosphere
- Knowledge of State and local laws applicable to the Casino Pauma
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SLOTS

SLOT OPERATIONS MANAGER

The Slot Manager is responsible for managing all aspects of Slot Operations, including but not limited to; slot staffing, guest service standards, training, slot game performance analysis, ensuring adherence to Casino policies and procedures. This position supports and reports to the Slot Director.

Minimum Requirements

- 7 years (minimum) in the casino/slot industry
- 2 years (minimum) demonstrated experience as a Slot Shift Manager
- Casino financial accounting and slot performance financial analysis a plus
- Exceptional customer service skills
- High School Diploma or GED (required). Bachelor's degree (preferred)

SLOT SUPERVISOR

Provides excellent Guest Service at all times. Assists the Slot Manager in the coordination and supervision of all operational areas on assigned shift. Complete necessary paperwork and reports, verifies hand pays and jackpots, and signs checks. May serve as witness on all major jackpots.

Minimum Requirements

- 2 years' experience in Slots; with at least 1 year as a Lead Supervisor of higher
- Ability to work effectively with Team Members and Guests
- Ability to effectively communicate in English; orally and in writing
- Knowledge of effective money handling procedures
- Ability to efficiently make change and mentally perform basic math calculations
- Skill in resolving customer and employee concerns
- Skill in managing multiple projects and priorities
- High School Diploma or GED (required)

SLOT ATTENDANT P/T

Attends to customer and slot machine needs. Performs hopper fills and verifies hand pays. Performs minor repairs on slot machines, complete necessary paperwork and makes accurate payments to customers. Make currency/coin/ticket exchange for customers.

Minimum Requirements

- Previous cash handling experience and/or knowledge of cash handling procedures
- Must be able to effectively communicate in English
- Ability to work effectively with co-workers and the public
- Ability to communicate effectively orally and in writing
- Ability and Knowledge of effective money handling procedures
- Ability to make change and mentally perform basic math calculations
- Skill in managing multiple projects and priorities

SLOT TECH I

Maintain and repair of electronic equipment, including slot machines and video equipment, by performing mechanical and electronic repairs quickly and efficiently.

Minimum Requirements

- Six months of related work experience at a coin/cash/ticket casino or coin/cash/ticket operated field and/or experience in electronic repair and associated tools. Knowledge of computers (hardware and software).
 - Ability to exercise initiative, sound judgment, logic and problem solving skills.
 - Ability to maintain effective working relationships with coworkers and the public.
 - Ability to communicate effectively orally and in writing.
 - Ability to work on a flexible shift schedule.
 - Knowledge of electronic repair procedures, proper use of tools and associated test equipment.
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TABLE GAMES

TABLE GAMES DEALER

Deal Poker or other card games as assigned. Maintain the highest standards of customer service, game protection and integrity in the Table Games department.

Minimum Requirements

- Entry level position.
 - One year dealing experience (preferred) in a casino with similar betting limits.
 - Must be able to successfully pass an audition of dealing skills.
 - Prior customer service experience
 - Ability to work effectively with coworkers and the public
 - Ability to communicate effectively orally and in writing
 - Knowledge of effective money handling procedures
 - Ability to make change and mentally perform basic math calculations
 - Skilled in resolving customer and employee relations issues
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