



YOUR CASINO

## **JOB OPENINGS**

As of 3/8/2019

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\***

#### **CAGE CASHIER-(1 FULL TIME & 1 PART TIME)**

Accountable to the Cage Supervisor for the efficient servicing of customers/guests by selling coin, cashing checks, redeeming tokens, chips, and helping customers/guests fill out check cashing cards. Provide gaming management with information on large chip transactions.

##### **Minimum Requirements**

- Entry-level position.
- High School Diploma or GED.
- Prior money handling experience required

---

### **\*FACILITIES\***

#### **ENGINEERING TECH II**

Responsible for successfully maintaining, and repairing the Casino. Also ensuring all maintenance requests are carried out and completed in accordance with Casino Pauma's standards.

##### **Minimum Requirements**

- Must have three years related experience. Must have knowledge of plumbing, electrical, painting, and air conditioning maintenance.

---

### **\*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)

## **BARTENDER**

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

## **BUSSER**

Clear, set up tables, and assists wait staff

### **Minimum Requirements**

- Entry-level position
- Clear used dishes and utensils from tables
- Serve water when requested
- Perform other duties as assigned
- Serve all beverages

## **Cafeteria Attendant**

Stocks and restocks all service ware, hot buffet food, salad bars, and beverage stations. Cleans and sanitizes workstation making sure everything is covered, labeled, dated and rotated to insure quality and healthy food. Use of proper bowls, trays, plates and pans to maintain customer appeal. Prepares food items and garnishes as ordered by employees and serves food as ordered to insure fast service and quality of food products. Cutting and chopping of lettuces, vegetables, fruits, desserts and other foodstuffs by following specifications of standardized recipes.

### **MINIMUM QUALIFICATIONS:**

- 6 months experience in food service.
- Ability to read and use standardized institutional recipes.
- Have a thorough knowledge of all institutional kitchen equipment and their proper use and care.
- Ability to read and understand any caution or safety notices.
- Knife motor skills.

## **DISHWASHER (GRAVE)**

Cleans and sanitizes all kitchen service ware including plate ware, glass & bar ware, trays and silverware using proper equipment and cleaning agents. Cleans and maintains kitchen areas to manufactures' guidelines using proper chemicals and cleaning agents. Ensures organization, pickup and delivery of all needed service ware.

### **Minimum Requirements:**

- Entry level position. Will train
- Ability to communicate effectively with all Team Members and Guests
- General chemical safety and cleaning awareness preferred
- Ability to read and interpret chemical directions and warnings for their proper use
- Ability to read and understand any caution or safety notices

## **FOOD SERVER**

Perform functions of waiter/waitress during the assigned shift

### **Minimum Requirements:**

- Entry level position
- Knowledge of Restaurant operations and guest service
- Ability to be guest/service oriented

### **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

### **STEWARD**

Responsible for the stocking, organization and rotation of all food products including beverages to include liquor, beer, wine, soft drink products, water, mixers, garnishes and dry goods. Assists in cleaning kitchen area using proper chemicals and cleaning agents to manufacturer's/suppliers guidelines. Maintains storage and kitchen work areas and restaurant equipment/utensils in a clean and organized fashion. Maintains kitchen floors, drains, walls, worktables, equipment, sinks and ceilings clean and in good condition. Stores incoming food products in proper storage areas using proper rotation.

#### **Minimum Requirements**

- Entry level position; will train
- Strong organizational skills required
- Ability to communicate effectively with Team Members, Guests, vendors and suppliers
- Prior restaurant and/or warehousing experience preferred
- Chemical safety awareness; ability to read and follow chemical directions and warnings for their proper use; ability to read and understand any caution or safety notices
- Have knowledge of all institutional kitchen equipment and their proper use and care or able to learn and demonstrate understanding

---

---

### **\*MARKETING\***

### **GUEST SERVICE REP**

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\***

### **LEAD SECURITY OFFICER**

Provides security of support operations and supervision of officers on the assigned shift. Implement security policy and procedure as it applies to Casino Internal Controls.

#### **Minimum Requirements**

- 2 – 3 years of recognized law enforcement, Security of Military experience or combination thereof
- 1 – 2 years Supervisory level (or higher) experience (preferred)
- Casino experience (preferred)
- Gard Card (preferred)
- Knowledge of proper security procedures in a public relations/customer service atmosphere
- Knowledge of State and local laws applicable to the Casino
- High School or GED (preferred)

### **D/R SECURITY OFFICER**

Provides security of support operations and supervision of officers on the assigned shift. Implement security policy and procedure as it applies to Casino Internal Controls. Serves as Supervisor as needed or as business needs require.

#### **Minimum Requirements**

- 2 – 3 years of recognized law enforcement, Security of Military experience or combination thereof
- 1 – 2 years Supervisory level (or higher) experience (preferred)
- Casino experience (preferred)
- Gard Card (preferred)
- Knowledge of proper security procedures in a public relations/customer service atmosphere
- Knowledge of State and local laws applicable to the Casino
- High School or GED (preferred)

### **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**

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.

#### **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
- Ability to stand for long periods of time

---

---

## **\*SLOTS\***

### **SLOT SUPERVISOR (1)**

Direct Report-Slot Shift Manager

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

#### **Minimum Requirements**

- 2 years' experience in Slots; with at least 1 year as a Lead Attendant or 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 functions
- Skill in resolving customer and employee concerns

---

---

## **\*TABLE GAMES\***

### **DUAL RATE DEALER**

Deal card games as assigned. Maintain the highest standards of customer service, game protection and integrity in the Table Games department. Work as a Floor Supervisor as scheduled.

#### **Minimum Requirements**

- One year dealing experience in a casino with similar betting limits and games
- Prior dealing experience in craps, roulette and blackjack
- Ability to work effectively with coworkers and 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

### **TABLE GAMES DEALER F/T**

Responsible for dealing card games as assigned. Maintain the highest standards of customer/guest 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 relation issues

---

---

The above noted positions are now open and available for consideration. Any and all interested Team Members **should complete and return a REQUEST TO TRANSFER FORM to the Human Resources Department.**

### **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.