



## **JOB OPENINGS**

As of 01/14/2021

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.

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### **\*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

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### **\*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.

## **DISHWASHER**

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

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**\*IT\***

**IT COORDINATOR**

Maintains the Casino's Management Information Systems as directed by the Director of Finance, through the IT Manager

**Minimum Requirements**

- Ability to install, repair and troubleshoot computer systems and related components in a corporate environment
- Ability to multi-task in a fast pace environment
- Flexibility to work various shifts, weekends, weekdays, etc.
- At least two years experience working in a professional, corporate environment
- A commitment to providing exceptional customer service
- Ability to install, repair, and troubleshoot various software applications including the Microsoft Office Suite.
- High School Diploma or GED.
- Two-year degree in IT or completion of specific training required for the position with approval of the Director of Finance. 1 year of technical experience can be substituted for 1 year of training and/or education with approval of the Director of Finance.

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**\*PURCHASING\***

**INVENTORY CLERK – Part Time**

Maintains and tracks inventory levels; provides for efficient receipt and recording of deliveries and shipments; ensures delivery, distribution and security of goods for assigned area (Shipping & Receiving, Warehouse or F&B) as directed.

**Minimum Requirements**

- One year experience in storeroom or warehouse operations (required)
- Previous experience operating a forklift or similar equipment (preferred)
- A valid California Driver's license (required)
- Must be vehicle insurable
- Knowledge of inventory system development
- Knowledge of safety standards in a warehouse environment
- Ability to operate 10-key calculator and PCs
- High School Diploma or GED (preferred)

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**\*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 of 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 of 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
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## **\*SLOTS\***

## **SLOT TECHNICAL SUPERVISOR**

Supervises Slots Technicians and oversees the maintenance and repair of electronic equipment, including slot machines and video equipment, by performing mechanical and electronic repairs quickly and efficiently. Provides excellent Guest Service at all times. Assists the Slot Technical Manager in the coordination and supervision of all technical areas. Serves as the project liaison by providing end-to-end analysis and functional support for multiple projects in parallel.

### **Minimum Requirements**

- 1 year experience as Slot Technician
- Ability to work effectively with Team Members and Guest
- Ability to effectively communicate in English; orally and in writing
- Ability to exercise initiative, sound judgement, logic, and problem solving skills
- Ability to work on a flexible shift schedule
- Knowledge of computers (hardware and software)
- Knowledge of electronic repair procedures, proper use of tools and associated test equipment
- Ability to keep track of parts inventory, preventive maintenance and scheduling of slot techs
- Skilled in resolving customer and employee concerns
- Skill in managing multiple projects and priorities
- High School Diploma or GED (required)

## **SLOT ATTENDANT**

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

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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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