



## **JOB OPENINGS** **As of 04/21/2021**

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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### **\*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.

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### **\*CAGE\***

#### **CAGE SUPERVISOR**

Overall responsibility for the safeguarding of casino assets by ensuring casino policies and procedures are followed on their assigned shift. Selects, schedules, directs, supervises, trains and develops all cage team members. Plans, directs, and coordinates the functions of Cage Operations staff on the assigned shift, to include the Main Bank and Kiosk/ATM Operations, Team Member Window, and the Cashier Frontline. Demonstrates and provides outstanding guest and team member relations at all times

#### **Minimum Requirements:**

- Ability to operate a 10-key calculator by touch and perform basic math computations.
- Knowledge of computer systems, including Microsoft Office.
- Excellent verbal, written, and interpersonal communication skills.
- Must have excellent money handling skills, including previous cash and chip handling experience.
- Ability to deal effectively, use reason and understanding, with all guests (internal and external) exercising tact, diplomacy, and patience at all times.
- Must be self-directed, self-motivated and demonstrate initiative on a daily basis.
- Must be detail oriented and have positive work ethics.
- Must be flexible and able to work all shifts, weekends, holidays and special events as needed.
- Excellent teamwork a must.
- High School Diploma or GED is required.
- Minimum of 2 years of casino cage operations experience including Frontline, Employee Window, and Main Bank or equivalent supervisor experience (i.e., banking, high volume cash handling).
- Must be able to communicate in English. Bilingual (Spanish) or multilingual a plus.

### **CAGE CASHIER**

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
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### **\*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)
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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.

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

### **GUEST SERVICES REPRESENTATIVE**

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

#### **Minimum Requirements:**

- 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.

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## **\*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

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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
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## **\*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 roulette and blackjack
- 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

### **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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