

Baraga Property

16449 Michigan Avenue
Baraga, MI 49908
906-353-6623 x4120
Fax: 906-353-8786



TERO Director

Date

Marquette Property

105 Acre Trail
Marquette, MI 49855
906-249-4200 x204
Fax: 906-249-9610

Human Resource Office

OJIBWA CASINOS POSITION DESCRIPTION

JOB TITLE: Games Dealer
Part time

DEPARTMENT: Table Games

LOCATION: Baraga/Marquette

SUPERVISOR: Pit Boss

WAGE: Grade 1A + Tips
Min/7.30, max/\$8.40

CLOSING DATE: Ongoing

Applicants will be placed in a pool and notified as positions become available.

The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

APPLICATIONS/RESUMES MUST BE SUBMITTED TO:

HUMAN RESOURCE DEPARTMENT
16449 MICHIGAN AVENUE
BARAGA, MI. 49908

Or:

HUMAN RESOURCES
105 ACRE TRAIL
MARQUETTE, MI. 49855

QUALIFICATIONS/REQUIREMENTS:

- High School Diploma, GED or High School Certificate of Completion is necessary (Waived for those 62 years of age and above and meet the requirements for the position). This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director/Manager and Human Resources Director).
- 1. Must be able to be licensed.
- 2. Must be 18 years of age or older.
- 3. Must be willing to work nights, weekends and holidays.
- 4. Must attend and complete Gaming Dealer training.
- 5. Must possess excellent interpersonal and communication skills. Must be personable and friendly with the ability to interact with a variety of people. Excellent customer/employee relation skills are required.
- 6. The individual must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.
- 7. Must be willing and able to obtain additional education and training as needed.

POSITION SUMMARY: This position deals assigned games in accordance with procedures as stated in the Dealer's Manual. Helps create a positive, friendly, courteous customer atmosphere. This is a non-exempt entry-level position

that works swing shifts as assigned to include nights, weekends and holidays. Applicants may be placed in a pool after interviews and contacted as positions become available.

DUTIES AND RESPONSIBILITIES:

1. Conducts gambling table, such as dice or cards, in accordance with standard operating procedures.
2. Must deal Black Jack at three hundred eighty-five (385) hands per hour.
3. Exchanges paper currency for playing chips.
4. Insures that all wagers are placed before cards are dealt, or other games are begun.
5. Makes accurate, clear, easily followed, chip and cash transactions.
6. Announces winning numbers or color to players.
7. Computes payable odds to winning bets.
8. Informs Pit Boss of any mistakes, disputes, and suspicious or irregular play.
9. Shall make every effort to treat the public in a polite and helpful manner, exhibiting superior customer service skills.
10. Explains operating rules and regulations to patrons.
11. Inspects cards for defects, such scratches, cuts and discoloration.
12. Must obtain Title 31 certification.
13. Must be willing and able to follow a strict dress code.
14. Performs all other job related duties as assigned by their supervisor.

PHYSICAL REQUIREMENTS:

1. Must be able to continuously stand/walk for long periods of time and have good manual dexterity.
2. The work environment is **NOT** smoke, dust or noise free.
3. Employee must pass a pre-employment physical and drug screen. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.

This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.

Updated job description 2/16.