

Job Description

Title: Bingo Assistant Manager

Department: Gaming

Position Reports to: Bingo Manager

Date Revised: April 2018

I. General Summary

The Bingo Assistant Manager is responsible for assisting the Bingo Manager at all Plains Art Museum's hall and bar bingo locations. Primary duties include day to day running of the operation(s), maximization of profitability, customer satisfaction, staff development and compliance with all company and state operating standards. This includes protecting and securing all assets of the organization.

II. Principle Duties and Responsibilities

- Assist in Managing all hall and bar bingo front line, supervisory, and direct service staff.
 - Involved in the interviewing, selection, and managing staff including leading, motivating and directing team.
 - Responsible for all hall and bar bingo gaming operations compliance with federal, state and local laws and regulations, as well as Museum operating policies and procedures.
 - Budget responsibility
 - Oversee and maintain inventory process.
 - Perform duties as a Shift Manager 2-3 shifts per week.
 - Perform and/or coordinate building maintenance and cleaning with available staff and outside vendors.
 - Ensure high standard visual presentation of venue
 - Involved in planning, and implementation of advertising and public relations
 - Monitor and maintain a safe working environment for both staff and customers.
 - Be part of the count team as needed.
 - Perform duties as a Runner for electronic pull tab machines.
 - Assist the Bingo Manger as needed.
 - Perform other duties as assigned.
-

III. Background

Supervision – Assist with managing, training, and motivating bingo workers.

Confidentiality -This position requires high ethical standards, integrity, and discretion in dealing with staff and the financial information.

Mental Application – This position requires problem solving, knowledge of bingo and gaming operations. The majority of this work is governed by established policies and procedures.

Responsibilities - The position requires organization and thoroughness in project and time management. A commitment to excellent customer service is essential.

Contacts / Internal and Public - Internal contacts primarily include the management of the bingo operations. External contacts include vendors and the general public.

Magnitude and Scope - The position reports to the Bingo Manager and keeps all staff informed of all essential information to ensure the continued success of gaming operations of Plans Art Museum.

IV. Conditions of Employment

Working Conditions -This position is performed at Big Top Bingo and all gaming sites. All sites are non-smoking facilities. This position requires travel to the organizations site locations and banking facilities using an employee vehicle. Activities may require sitting or standing for long periods of time.

Equipment Operations – This position will be responsible for the operation of basic office equipment such as a PC, telephone, photocopier, currency counter, caller machine, electronic bingo device, electronic pull tab device, surveillance equipment, electronic time and attendance system and a calculator. Must have a general understanding of basic computer software.

V. Specifications

Education - Prefer some post-secondary education.

Experience - Prefer one-year management or supervisory experience. Experience in verbal and written communication skills, leadership and quality service. Ability to handle cash accurately is required.

Abilities - Must be able to communicate clearly with customers and other staff members and read and write at a level appropriate to complete required paperwork and comprehend regulations. Good basic math skills. Must have ability to understand written and verbal instructions. Must have ability to accurately calculate and handle transactions for cash customers. Must be able to work independently as well as part of a team. Must be able to perform multiple tasks concurrently.

VI. Essential Functions

Must be able to speak, read, write and understand the English language. Must be able to communicate clearly and listen attentively to customers, staff, vendors and other external sources. Requires eye/hand coordination, reaching, grasping, and finger dexterity to handle money and bingo paper adeptly. Must be able to lift and carry five pounds continuously and push/pull twenty-five pounds on a consistent basis. May be required to perform diverse physical tasks in order to meet position requirements.

(Please print clearly)

Printed Name: _____

Employee Signature _____ **Date** _____