



VACANCY ANNOUNCEMENT

RECRUITMENT #: 08-012, 08-020

POSITION: BLACK JACK DEALER

RESPONSIBLE TO: Pit Floor Person

SALARY: Grade 1 \$8.03 - \$10.48 Hourly/Full Benefits
Grade 2 \$9.00 - \$11.74 Hourly/Full Benefits

CLASSIFICATION: Non-Management, Regular, Full Time

SECURITY CLEARANCE: High/Key

BENEFITS: Eligible employees (working 32 hours or more) receive medical, dental, and vision insurance, 401 (k) retirement plan, life and accidental death and dismemberment insurance, flexible spending accounts, supplemental life insurance, and employee assistance program. Additional benefits include company paid holidays, sick leave, vacation, paid jury duty, paid bereavement leave, and employee discounts.

INTRODUCTION:

The purpose of the Black Jack Dealer is to control and deal cards to guest players in accordance with the Casino's policy. Determine that the proper amount of chips are issued during customer buy-in and that proper and accurate payoffs are made, and collect wagers in accordance with fixed, specified set of instructions. The Black Jack Dealer is also responsible for providing professional and courteous customer service to guests at all times.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Conduct Black Jack Games in accordance with set policies and procedures to include, but not limited to the proper shuffling, cutting, dealing, peeking, calling game, hitting players hand, take and pay, picking up of cards, insurance procedures, splitting hands, double downs, etc.
2. Responsible for adhering to and complying with all rules, regulations, policies and procedures for the Table Games Department.
3. Responsible for ensuring game protection and notifying immediate supervisor of any discrepancies during the game.
4. Provide friendly, professional and efficient customer service to a diverse group of people.
5. Responsible for the accuracy in redemption and payouts of Black Jack games.
6. Work as a team player and maintain a courteous and professional attitude at all times in order to insure a smooth and consistent level of efficient customer service.

7. Exhibit excellent customer service and team member relations.
8. Other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of Table Games rules, regulations, procedures and policies
- Knowledge of Six Deck and Double Deck Procedures and Deck Protection.
- Ability to read, interpret, and comprehend regulations, rules, policies and procedures.
- Knowledge of and ability to apply basic math skills.
- Ability to stand for up to one to one and half hours at a time with limited breaks in between an eight hour period.
- Ability to shuffle, deal and cut cards and cheques repeatedly.
- Skilled in the area of courteous and professional customer service.
- Ability to communicate effectively and be able to express self in a clear and concise manner.
- Ability and willingness to work irregular hours, which includes weekends and holidays.
- Ability and willingness to work in a team atmosphere in order to ensure a consistent level of efficient customer service.
- Ability to maintain confidentiality of records and information pertinent of the nature of the work.

SUPERVISORY CONTROLS:

The Black Jack Dealer works under the direct supervision of the Floor Person, who provides general instructions. The supervisor will provide guidance with unusual situation that do not have clear precedents.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- High School Diploma or equivalent, **REQUIRED.**
- Non-Indians must be at least 21 years of age, **REQUIRED.**
- Enrolled Indians who are at least eighteen (18) years of age, **REQUIRED**
- Completed 136 hours of Black Jack training, **REQUIRED, or** minimum of two (2) years work experience as Black Jack Dealer in a recognized legal gaming establishment, which is verifiable, **REQUIRED.** Must submit copy of training certificate and place of training for verification purposes.
- One (1) year work related customer service experience, **PREFERRED.**
- Must submit to and clear an Alcohol/Drug Screen, **REQUIRED.**
- Must be Licensable by the Klamath Tribes Gaming Regulatory Commission, **REQUIRED.**
- Indian Preference will apply.

APPLICATION PROCEDURES

Submit a **Kla-Mo-Ya Casino Application for Employment** with supporting documentation to:

Kla-Mo-Ya Casino
Attention Human Resources
34333 Hwy 97 N.
Chiloquin, OR. 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR KLA-MO-YA CASINO POSITIONS.

PLEASE NOTE: If requirements are not met (i.e., submission of a resume in lieu of a Kla-Mo-Ya Casino application, or not including required certification, or incomplete application) your application **will not** be reviewed and will be disqualified.

Indian Preference will apply. In accordance with the Kla-Mo-Ya Casino Team Handbook, priority selection will be given to the qualified applicants who present proof of eligibility for Indian Preference.

Applications will not be returned.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

SPECIAL REQUIREMENTS

Chosen applicants will be required by the Klamath Tribes Gaming Regulatory Commission, to complete a Personal Disclosure Application, which includes photograph and fingerprints, for a background investigation to determine suitability for a gaming license. Must qualify for a gaming license, and must pay Licensing Fee to the Klamath Tribes Gaming Regulatory Commission prior to working.

Revised: 1/22/08 dp