



Human Resource Department

**** Job Vacancy Announcements ****

All candidates MUST meet the minimum qualifications to be Considered or interviewed for position posted!

Apply @ jenachoctawpinescasino.com

Job Title	Department	Closing Date	Employment Type
<u>Bar Back</u>	F&B FOH	06/08/2018	Full Time
<p>SUMMARY:</p> <p>Transport bulk supplies to and from bars and maintain cleanliness of bars. Assists the bartender in providing friendly, courteous beverage preparation and service to guest in accordance with established procedures.</p> <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <ul style="list-style-type: none"> • High School Diploma or GED • Minimum of (1) year high volume multi-tasking bar experience • Ability to understand and comply with all departmental and company rules, regulations, policies and procedures. • Ability to maintain confidentiality of sensitive information. • Ability to understand and comply with all departmental and company rules, regulations, policies and procedures • Must pose excellent communication skills. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. • Ability to work flexible schedules • Must successfully pass a pre-employment drug/alcohol screen, background investigation, obtain and maintain gaming license. • Must be twenty-one (21) years of age. • Valid driver's license and clean driving record. • No felony, theft, or stealing convictions. • Must successfully pass drug screen and Tribal Gaming Commission Licensing • Tribal Preferences. 			
<u>Buffet Server</u>	F&B FOH	06/08/2018	Part Time

SUMMARY:

Responsible for fast friendly service of guests in the restaurant
 AGE REQUIREMENT: Minimum Age 21

QUALIFICATION REQUIREMENTS

To perform this job successfully, and individual must be able to perform each essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must successfully pass drug screen and tribal gaming commission licensing. Tribal preferences.

EDUCATION and/or EXPERIENCE

High school diploma/GED. Required. Minimum of 1 year of serving experience in a high volume high pressure restaurant (Casino experience preferred) Six months of cash handling experience preferred.

Cage Cashier**Cage****06/08/2018****Full Time****Summary:**

Under the direction of the Cage Supervisor the Cage cashier is responsible for providing exceptional service to our guests, processing a multitude of monetary transactions for our guests in an efficient and courteous manner and protection of company assets.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill and/or ability required.

- High School Diploma or GED plus minimum of six (6) months cashiering experience preferably in a casino or banking environment.
- Must be twenty-one (21) years of age.
- Valid driver's license and clean driving record. No felony, theft or stealing convictions.
- Must be able to successfully pass a pre-employment drug/alcohol screen, background investigation, obtain and maintain gaming license.
- Tribal preference.

Cocktail Server**F&B FOH****06/08/2018****Part Time & Full Time****SUMMARY:**

Responsible for providing prompt, friendly and courteous service, of food and beverage to all gaming floor guests. Responsible for the overall appearance of the sports bar. Cash and Credit Card handling.

MINIMUM QUALIFICATION REQUIREMENTS:

- High school diploma/GED.
- Minimum of 1 year (1) cash handling experience.
- Minimum of 1 year (1) customer service experience in a high volume operation required. (Casino experience preferred)
- Ability to carry out instructions furnished in verbal and written format.
- Must be able to demonstrate ability to read and comprehend written instructions.
- Ability to understand and comply with all departmental and company rules, regulations, policies and procedures.
- Ability to maintain confidentiality of sensitive information.
- Must pose excellent communication skills.
- Ability to work flexible schedules
- Must successfully pass a pre-employment drug/alcohol screen, background investigation, obtain and maintain gaming license.
- Must be twenty-one (21) years of age.
- Valid driver's license and clean driving record.
- No felony, theft, or stealing convictions.
- Tribal Preferences.

<u>Cook 1</u>	F&B	06/08/2018	Full Time
<p>SUMMARY:</p> <p>Responsible for the proper and efficient frying, roasting and preparation of all meats, fish, or poultry. Accountable for the efficiency and operation of the areas of the kitchen they are assigned.</p> <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <ul style="list-style-type: none"> • High School Diploma or GED. • Culinary arts degree preferred. • Minimum one year experience in in a High Volume Food Operation (a casino atmosphere preferred.) • To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. • The requirements listed are representative of the knowledge, skill, and /or ability required. • A test will be given at the interview process that you must complete and pass to proceed. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. • Must be able to successfully pass a pre-employment drug/alcohol screen, background investigation, obtain and maintain gaming license. • Tribal preference. 			
<u>Cook 2</u>	F&B	06/08/2018	Full Time
<p>SUMMARY:</p> <p>Responsible for the proper and efficient frying, roasting and grilling of all meats, fish, or poultry. Accountable for the efficiency and operation of the areas of the kitchen they are assigned.</p> <p>QUALIFICATION REQUIREMENTS</p> <p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must successfully pass drug screen and tribal gaming commission licensing. Tribal preference.</p> <p>EDUCATION and/or EXPERIENCE</p> <p>High school diploma/GED. Culinary arts degree preferred. Minimum two years' experience in in a Multi High Volume Food Operation (a casino atmosphere preferred).</p>			
<u>Food Cart Attendant</u>	F&B FOH	06/08/2018	Full Time
<p>SUMMARY:</p> <p>Responsible for the efficient serving of all food cart items.</p> <p>MINIMUM QUALIFICATION REQUIREMENTS:</p> <p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Must be twenty-one (21) years of age • Must successfully pass drug screen and tribal gaming commission licensing. • Tribal preference. 			
<u>Gaming Machine Attendant</u>	Gaming	06/13/2018	Full Time
<p>SUMMARY:</p> <p>Under general direction from the Gaming Machine Shift Supervisor, promotes a positive customer experience by providing accurate change for patrons; addressing questions or concerns about how Class II Gaming machines are played and the types of payouts; and resolving tilts and coin jams in a prompt and courteous manner. This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.</p>			

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all – inclusive.

MINIMUM QUALIFICATIONS:

High School Diploma or GED plus six months customer service or related experience. Must be twenty-one (21) years of age. Valid driver's license and clean driving record. No felony, theft or stealing convictions. Must be able to successfully pass a pre-employment drug/alcohol screen, background investigation, obtain and maintain gaming license. Tribal preference.

Gaming Machine Technician

Gaming

06/13/2018

Full Time

SUMMARY:

Responsible for preventive maintenance and repairs of all Class II gaming machines. Responsible for a high level of quest service as well as perform repairs on an advanced level. (Areas of responsibility, but not limited to).

MINIMUM QUALIFICATIONS:

- 1 or more years related experience and/or training or combination of education and experience.
- A degree from a 2 year college or a diploma from a technical/gaming school and at least 1 year of Slot Technician experience required; or have an equivalent combination of education and work experience.
- Must be able to read operator manuals and complete projects with minimum supervisions.
- High School diploma or G. E. D.
- Tribal preference.

Lead Cook

F&B BOH

06/08/2018

Full Time

SUMMARY:

Responsible for the proper and efficient frying, roasting and grilling of all meats, fish, or poultry. Accountable for the efficiency and operation of the areas of the kitchen they are assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

- High school diploma/GED. Culinary arts degree preferred.
- Minimum three years' experience in in a High Volume Food Operation (a casino atmosphere preferred) with minimum one year in a supervising role such a head or lead cook.
- Must be able to read and understand (MSDS Sheets).
- Ability to carry out instructions furnished in verbal and written format.
- Must be able to demonstrate ability to read and comprehend written instructions.
- Must successfully pass drug screen and tribal gaming commission licensing.
- Tribal preference.

Poker Dealer

Poker

06/08/2018

Full Time

SUMMARY:

A Poker Dealer handles buy-ins and collects rake. He/she deals cards and verifies exchange of cards from Floor Person or Shift Manager.

MINIMUM QUALIFICATIONS:

- One (1) to Two (2) years' experience of supervisory experience in the gaming industry or equivalent work experience.
- Must be able to successfully pass a pre-employment drug/alcohol screen, background investigation, obtain and maintain gaming license.
- High School Diploma or GED
- Must be twenty-one (21) years of age

- Must possess problem-solving skills.
- Must be able to work independently.
- Native American preference will be observed in the hiring process.
- Knowledge of Native American culture, Tribal Governmental operations.
- Knowledge in casino gaming operations.
- Knowledge of all applicable Tribal, Federal, and State gaming regulations.
- Must have a working knowledge of computer software programs such as MS Word, Excel, Power Point and Outlook. Test will be given at time of interview.
- Must have ability to read, analyze, and interpret operating procedures, technical procedures and government regulations.
- Ability to maintain organization, meet deadlines, possesses integrity, confidentiality and discretion in handling confidential information.
- Required to comprehend detailed and lengthy documents, rules and regulations, reports, logs, procedure manuals, and other correspondence.
- Must be able to work weekends, holidays as needed.
- Valid driver's license, adequate transportation.
- Ability to pass an extensive background check.
- Must take and pass a pre-employment drug test. Must take and pass any random drug test, zero tolerance.
- Tribal preference
- Gaming Industry experience is preferred.
- Must be auditioned and meet the Casino requirements for dealing efficiency.

EDUCATION and/or EXPERIENCE:

- High school diploma or G.E.D.
- Must pass Dealer proficiency test and Dealer audition.
- Must be able to compute quickly and accurately.
- Must be able to Communicate in English.

Prep Cook

F&B BOH

06/08/2018

Taking Applications

SUMMARY: Basic knowledge of frying, roasting and preparation of all meats, fish and poultry. Knowledge of all cold food preparation. Accountable for the efficiency and operation of the areas of the kitchen which are assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

- High school diploma/GED.
- Minimum one year experience in in a multi high volume food operation (preferred).
- Must be able to read and understand (MSDS sheets).
- Ability to carry out instructions furnished in verbal and written format.
- Must be able to demonstrate ability to read and comprehend written instructions.
- Must be able to read and be able to understand the kitchen equipment manuals.
- Must be able to successfully pass a drug screen and the tribal gaming commission licensing.

EDUCATION and/or EXPERIENCE:

- High school diploma/GED.
- Culinary arts experience (preferred).
- Minimum one year experience in in a Multi High Volume Food Operation (a casino atmosphere preferred.)

Security Officer

Security

06/13/2018

Full Time

SUMMARY:

Under general supervision of the Security Shift Supervisor, ensures the safety and protection of casino patrons, employees, and assets in accordance with applicable laws, regulations, policies and procedures. Maintains confidentiality of all privileged information.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Must be twenty-one (21) years of age.
- One year of security experience; or equivalent combination of education and experience (required).
- Complete and maintain CPR, AED, TIPS and First Aid certifications.

- Ability to establish and maintain professional relationships with co-workers at all levels and guest of varying social and cultural backgrounds.
- Ability to work independently and meet strict time lines.
- Ability to be persuasive and tactful in controversial situations.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
- Ability to make intelligent and effective decisions in routine and emergency situations
- Ability to communicate efficiently and effectively both verbally and in writing.
- Must possess problem-solving skills.
- Must be able to work independently.
- Must have ability to read, analyze, and interpret operating procedures, technical procedures, government regulations and other correspondence.
- Ability to maintain organization, meet deadlines, possess integrity, confidentiality and discretion in handling confidential information.
- Must be able to work weekends, holidays as needed.
- Valid driver's license adequate transportation, and clean driving record.
- Gaming Industry experience (preferred).
- Tribal preference.