



## **JOB DESCRIPTION**

<b>POSITION:</b>	Table Games Supervisor
<b>DEPARTMENT:</b>	Table Games
<b>STATUS:</b>	Full Time
<b>SHIFT:</b>	Varied
<b>NUMBER OF POSITIONS:</b>	1
<b>RATE:</b>	\$13.00 per hour
<b>REPORTS TO:</b>	Table Games Manager
<b>SUPERVISES:</b>	Table Games Dealers.

**JOB SUMMARY:** Under direction of the Table Games Manager, administer operations of the card room during an assigned shift. Oversee gaming activities. Ensure adherence to prevailing policies and procedures, departmental internal controls and all applicable governmental regulations. Provide and promote exceptional customer service. Assist in training, scheduling and assignment of duties to Table Games staff.

### **ESSENTIAL JOB FUNCTIONS:**

- Observe and analyze the integrity of all table game activity.
- Maintain security of Casino assets.
- Mediate and solve problems for guests and employees.
- Confirm that Table Games employees are providing optimum service to guests.
- Control inventory and player tracking with appropriate paperwork and data entry methods.
- Keep staff updated on policies, procedures, and special events.
- Ensure compliance with State and Tribal Gaming regulations.
- Regularly review staff performance with the Table Games Manager.
- Perform other job related duties as determined by the Table Games Manager.

### **QUALIFICATIONS:**

- High School diploma or GED recommended. Experience may substitute minimum two years management or supervisory experience.
- Table games dealing experience and/or experience in a related field.
- Excellent guest service and communication skills.
- Schedule flexibility.

### **PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS:**

- Manual dexterity for operation of personal computer and routine paperwork.
- Ability to read, write, speak, and understand English clearly.
- Ability to sit or stand for extended periods of time.
- Ability to lift 40 pounds.
- Ability to work entire shift in a smoking environment.
- Must be 21 years or older.

**OPENING DATE: \_\_ CLOSING DATE:**

*Interested parties should submit resume or letter of interest and application to Human Resources. Mazatzal Hotel and Casino reserves the right to change the above job description as necessary.*