

**Job Description\***

**Job Title** Slot Floor Attendant

**Department** Gaming Department

**Reports To** Video Gaming Department Manager

**FLSA Status** Non-Exempt

**JOB SUMMARY**

The Slot Floor Attendant provides customer service to patrons on the electronic gaming floor by operating from established practices and procedures according to gaming regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. With relationship to job duties and job responsibilities, ensure compliance with the Port Gamble S’Klallam Tribe of Indians- State of Washington Gaming Compact, Internal Controls, NIGC Regulations and The Point Casino Policies and Procedures.
2. Maintains custody of the Attendants’ inventory of currency, forms, documents, and records to operate a bank on the casino floor.
3. Attends to customers’ needs.
4. Alerts a Security Officer, VGD or Shift Manager of suspicious or questionable customer behavior.
5. Alerts VGD or Shift Manager of jackpots.
6. Alerts Marketing Representative or Slot Club Staff of jackpots.
7. Assists with jackpot paperwork and provides patrons with copies of IRS required documents.
8. Performs preventative maintenance and repairs relative to gaming equipment as directed by the VGD Manager, Shift Manager, Director of Gaming, Tribal Gaming Agent or Slot Technician as directed.
9. Observes functioning of installed electronic gaming machines or system and reports malfunctions to the VGD Manager, Shift Manager, Director of Gaming, Tribal Gaming Agent or Slot Technician as required.
10. Complete RPOS and Slot incident reports as required.
11. Performs minor housekeeping duties within the Casino.
12. Other duties as deemed necessary.

**QUALIFICATION REQUIREMENTS**

1. High school diploma or G.E.D. equivalent required.
2. Previous retail or customer service experience preferred.
3. Class III gaming license issued from the Washington State Gaming Commission and Class II gaming license issued from the Port Gamble S’Klallam Gaming Commission.
4. Ability to work directly with customers with a positive attitude.

**PHYSICAL REQUIREMENTS**

1. Frequently exerting up to fifty pounds of force and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.
2. Involves heavy lifting. Exerting up to 50 pounds of force.
3. Frequently involves standing for sustained periods of time.
4. Occasionally requires crouching.
5. Often requires walking or moving about to accomplish tasks.
6. Constantly requires working with fingers rather than with the whole hand or arm.
7. Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
8. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
9. Occasionally requires stooping which entails the use of the lower extremities and back muscles.
10. Occasionally requires reaching by extending the hand(s) and arm(s) in any direction.
11. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
12. Constantly requires repetitive movement of the wrists, hands, and/or fingers.
13. Requires clear vision at 20 inches or less, the ability to identify and distinguish color and to adjust focus.

**TYPICAL ENVIRONMENTAL CONDITIONS**

The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions. The inside environment is often loud and stimulating. There is smoking permitted inside the casino facility.

**TRAVEL REQUIREMENTS**

May be required for some positions. Please be thoughtful in explaining what is expected of this person.

**ACKNOWLEDGEMENT STATEMENT**

NKDC and its entities are “at will” companies. This means that the employee or the Company may terminate employment at any time and or any reason. Management has the exclusive right to alter this job description at any time without notice. The document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability, not is it intended to be an employment agreement or contract.

By signing below, both employee and supervisor acknowledge that this Job Description will provide the basis for general duties and responsibilities related to the job, and associated evaluations thereof.

Employee Signature Date

Employee Name (Please Print)

Supervisor Signature Date

Supervisor Name (Please Print)

*NKDC and its entities are committed to having a drug and alcohol free work environment.*