

**SPIRIT MOUNTAIN CASINO
EMPLOYMENT OPPORTUNITIES
MONDAY, MAY 7, 2018
OPEN UNTIL POSITION FILLED**

SECURITY SUPERVISOR

Responsibilities

The Security supervisor is responsible for protecting employees and customers from harm, and for safeguarding the property of the Tribe, the casino, the employees, and the customers. The Security supervisor oversees all security activities on a given shift. The Security supervisor reports to the Security manager. The duties include, but are not limited to, the following:

- Training, supervising, and disciplining Security officers
- Evaluating performance of Security personnel
- Maintaining a rapport with Tribal and local law enforcement officials
- Investigating thefts, accidents, insurance claims, possible Compact violations, returned checks, and other unusual occurrences
- Monitoring alarms
- Ensuring that Security posts are properly manned and that reliefs are provided
- Performing all duties of Security Officers
- Performing other duties as assigned

Qualifications

The Security supervisor must possess a high school diploma or equivalent GED, pass Basic Alcohol Management, and must have a minimum of five years of experience in law enforcement, private security, private investigation, or other comparable experience. The Security supervisor should have at least two years experience in a managerial or supervisory level position. The individual must be able to pass a private background check, as well as a pre-employment drug test. The Security supervisor must demonstrate excellent supervisory and interpersonal skills. The Security supervisor should also be familiar with laws and regulations that govern gaming, including the Tribe's Compact with the State of Arizona. The Security supervisor must be able to pull, bend, and squat, and lift up to 50 pounds. The Security supervisor must be able to stand or sit for prolonged periods of time, and work in a smoke-filled environment. The Security supervisor must be able to withstand exposure to the summer heat and all other climatic conditions of the local area, while performing duties on the Casino premises.

*****All Spirit Mountain Casino employees must be able to work any shifts, weekends or holidays.**

*****All applicants must pass pre-employment drug test.**

*****All applicants must have a High School Diploma or GED Certification**

**ALL INQUIRIES ABOUT THE POSITION, PLEASE CONTACT THE HR
DEPARTMENT (MONDAY - FRIDAY, 11:00 AM - 2:00 PM) AT SPIRIT MOUNTAIN
CASINO (928-346-2000)**

**SPIRIT MOUNTAIN CASINO
EMPLOYMENT OPPORTUNITIES
MONDAY, MAY 7, 2018
OPEN UNTIL POSITION FILLED**

SECURITY OFFICER

Responsibilities

The Security officer is responsible for the overall security of the casino during a given shift. The Security officer reports to the Security supervisor or Security manager, depending on the assigned shift. A Security officer's duties include, but are not limited to, the following:

- Circulating in the casino and observing all activities
- Assisting customers with problems, including medical emergencies, and providing an escort to vehicles or other locations as deemed necessary
- Checking employee identification and bags
- Issuing visitor badges
- Verifying that customers meet minimum age requirements
- Escorting large sums of money from one location to another within the gaming facility
- Witnessing the entire slot drop process, ensuring that drop doors are locked following removal and replacement of buckets
- Serving as a third verifier of jackpot payouts or fills when necessary
- Logging lost-and-found items
- Accompanying all authorized visitors into the cage or vault, and remaining there throughout their visit
- Preparing incident and accident reports, the Security Incident Log, and other necessary reports
- Reporting problems to the Security manager, the casino manager, and to the Tribal Gaming Office
- Physically monitoring all areas of the casino and its grounds, including checking locks in secured areas, observing activities of employees and customers, and reporting unusual or suspicious occurrences to Surveillance for further monitoring
- Performing other duties as assigned

Qualifications

Security officers must possess a high school diploma or equivalent GED, pass Basic Alcohol Management, and must have a minimum of two years experience in law enforcement, private security, private investigation, or other comparable experience. Security officers must be able to pass a private background check, as well as a pre-employment drug test. Additionally, Security officers should be familiar with laws and regulations that govern gaming, including the Tribe's Compact with the State of Arizona. The Security officer must be able to pull, bend, and squat, and lift up to 50 pounds. The Security officer must be able to stand or sit for prolonged periods of time, and work in a smoke-filled environment. The Security officer must be able to withstand exposure to the summer heat and all other climatic conditions of the local area, while performing duties on the Casino premises.

*****All Spirit Mountain Casino employees must be able to work any shifts, weekends or holidays.**

*****All applicants must pass pre-employment drug test.**

*****All applicants must have a High School Diploma or GED Certification**

**ALL INQUIRIES ABOUT THE POSITION, PLEASE CONTACT THE HR
DEPARTMENT (MONDAY - FRIDAY, 11:00 AM - 2:00 PM) AT SPIRIT MOUNTAIN
CASINO (928-346-2000)**

**SPIRIT MOUNTAIN CASINO
EMPLOYMENT OPPORTUNITIES
MONDAY, MAY 7, 2018
OPEN UNTIL POSITION FILLED**

FOOD & BEVERAGE MANAGER

Responsibilities

The Food and Beverage manager is responsible for day-to-day operations of the Mesquite Grill. The Food and Beverage manager reports to the casino manager. Duties of the food and beverage manager include, but are not limited to, the following:

- Hiring, training, scheduling, supervising, and disciplining Food and Beverage attendants
- Ordering food and beverage supplies, and accepting food and beverage deliveries
- Supervising daily, monthly, and quarterly performance of inventory counts
- Preparing revenue and expense budgets for the food and beverage department
- Performing the duties of Food and Beverage attendants, as needed
- Supervising special events involving food and beverage
- Ensuring that the gaming facility meets all health and safety codes related to food service
- Maintaining cost control records
- Addressing customer complaints
- Performing other duties as assigned by the general manager

Qualifications

The Food and Beverage manager must possess a high school diploma or equivalent GED, and should have a minimum of two years of experience in food service, and must pass a food-handling training, Total Alcohol Management, and the Certified Food Manager exam. The Food and Beverage manager should have at least two years experience in a managerial or supervisory level position. The individual must be able to pass a private background check, as well as a pre-employment drug test. The Food and Beverage manager must be familiar with generating and analyzing computer-generated revenue and cost of sales reports. The Food and Beverage manager must be able to pull, bend, and squat, and lift up to 50 pounds. The Food and Beverage manager must be able to stand for prolonged periods of time, and work in a smoke-filled environment.

*****All Spirit Mountain Casino employees must be able to work any shifts, weekends or holidays.**

*****All applicants must pass Pre-employment drug test.**

*****All applicants must have a High School Diploma or GED Certification.**

**ANY INQUIRES ABOUT THE POSITION, PLEASE CONTACT HR DEPARTMENT
(MONDAY- FRIDAY, 11:00AM- 2:00 PM) AT SPIRIT MOUNTAIN CASINO
928-346-2000**

**SPIRIT MOUNTAIN CASINO
EMPLOYMENT OPPORTUNITIES
MONDAY, MAY 7, 2018
OPEN UNTIL POSITION FILLED**

COOK

Responsibilities

The cook is responsible for ensuring the proper operation of the kitchen work stations and the production of all food items in those stations. The cook's duties include, but are not limited to, the following:

- Ensuring proper preparation and presentation of food.
- Possessing a basic knowledge of all hot and cold menu recipes.
- Following recipes, and maintaining preparation consistency.
- Providing timely service of all orders to the public.
- Controlling portions on food orders.
- Cleaning and stocking the work area throughout the shift.
- Maintaining proper holding temperatures and storage practices of food inventory.
- Ensuring sanitation and cleanliness of the workstation, and reporting any safety hazards or equipment problems.
- Ensuring the kitchen is prepared for the next shift.
- Being able to work any and all stations in kitchen.
- Following all departmental policies and procedures.
- Assisting where needed.
- Performing other duties, as assigned.

Qualifications

The cook must possess a high school diploma or equivalent GED. The individual must be able to pass a private background check, as well as a pre-employment drug test. The individual must be 21 years of age or older. One to two years of food handling experience is required, and the cook should be familiar with the operation of kitchen equipment, the use of sanitation procedures, and basic food handling. The cook must maintain a current Indian Health Services health card, and complete Basic Alcohol Management. The cook must be able to pull, bend, and squat, and lift up to 50 pounds. The cook must be able to stand for prolonged periods of time, and work in a smoke-filled environment. The cook must be able to withstand exposure to the summer heat and all other climate conditions of the local area, while performing duties on the casino premises.

- *** All Spirit Mountain Casino employees must be able to work any shifts, weekends.
- *** All applicants must pass pre-employment drug test.
- *** All applicants must have a High School Diploma or GED certification.

ANY INQUIRES ABOUT THE POSITION, PLEASE CONTACT THE HR DEPARTMENT (MONDAY-FRIDAY, 11:00 AM- 2:00 PM) AT SPIRIT MOUNTAIN CASINO (928-346-2000)

**SPIRIT MOUNTAIN CASINO
EMPLOYMENT OPPORTUNITIES
MONDAY, MAY 7, 2018
OPEN UNTIL POSITION FILLED**

FOOD & BEVERAGE ATTENDANT

Responsibilities

Food Beverage Servers are responsible for providing friendly and efficient service to customers. They report to the Food & Beverage Manager. Duties include, but are not limited to, the following:

- Greeting customers
- Preparing and serving food, alcohol and non-alcoholic beverages to customers
- Maintain and clean the assigned Snack Bar/Bar constantly to ensure Department of Health codes are met
- Ringing customer charges into the register
- Making change for customers
- Accounting for the balance in the cash register
- Preparing daily shift reports
- Performing other duties as assigned by the Food & Beverage Manager
- Full-time position

Qualifications

Must be capable of lifting 60 lbs or more and working in a confined area. Experience preferred.

*****All Spirit Mountain Casino employees must be able to work any shifts, weekends or holidays.**

*****All applicants must pass Pre-employment drug test.**

*****All applicants must have a High School Diploma or GED Certification.**

**ANY INQUIRIES ABOUT THE POSITION, PLEASE CONTACT THE HR
DEPARTMENT (MONDAY - FRIDAY, 11:00 AM - 2:00 PM) AT SPIRIT MOUNTAIN
CASINO (928-346-2000)**

**SPIRIT MOUNTAIN CASINO
EMPLOYMENT OPPORTUNITIES
MONDAY, MAY 7, 2018
OPEN UNTIL POSITION FILLED**

SLOT TECHNICIAN

Responsibilities

The slot technician is primarily responsible for maintenance and repair of all slot machines. A slot technician reports to the casino manager. The duties of a slot technician include, but are not limited to, the following:

- Maintaining and repairing slot machines
- Maintaining records of all slot machine serial numbers and specifications
- Reading, analyzing and drawing slot machine diagrams
- Handling customer problems with slot machines
- Assisting in verification and payment of jackpots and hand pays
- Performing jackpot payouts and hand pays
- Refilling machines with ticket paper
- Performing other duties as assigned by the Casino Manager

Qualifications

A slot technician must possess a high school diploma or equivalent GED. The individual must be able to pass a private background check, as well as a pre-employment drug test. A slot technician must have training and/or experience in the maintenance and repair of slot machines and must be able to draw and analyze schematics. A slot technician should also be familiar with the operation of power tools and equipment. The slot technician must be able to pull, bend, and squat, and lift up to 50 pounds. A slot technician must be able to stand for prolonged periods of time, and work in a smoke-filled environment.

*****All Spirit Mountain Casino employees must be able to work any shifts, weekends or holidays.**

*****All applicants must pass pre-employment drug test.**

*****All applicants must have a High School Diploma or GED Certification.**

**ANY INQUIRIES ABOUT THE POSITION, PLEASE CONTACT THE HR
DEPARTMENT (MONDAY - FRIDAY, 11:00 AM - 2:00 PM) AT SPIRIT MOUNTAIN
CASINO (928-346-2000)**

**SPIRIT MOUNTAIN CASINO
EMPLOYMENT OPPORTUNITIES
MONDAY, MAY 7, 2018
OPEN UNTIL POSITION FILLED**

CASINO MANAGER

Responsibilities

The Casino Manager is responsible for overseeing activities on the floor, as well as supervising all cash handling activities. The Casino Manager reports to the General Manager. Duties of the Casino Manager include, but are not limited to, the following:

- Observing the slot floor
- Reporting irregularities to the General Manager
- Verifying jackpot payouts and machine fills
- Performing jackpot payouts and machine fills
- Performing Vault Manager responsibilities when no Vault Manager is on duty
- Managing any department in the absence of the regular department manager
- Providing customer service(e.g., watching machines while customers are in the restroom, reporting machine problems to the Slot Technician, and handling minor complaints)
- Referring major customer complaints to the General Manager
- Performing duties of the Vault Manager in the Vault Manager's absence, including verifying the daily drop and accepting it into Vault accountability, and preparing bar and snackbar deposits
- Overseeing Cashiers and Slot Technicians
- Performing other duties as assigned by the General Manager
- Full-time position

Qualifications

A Casino Manager must possess a high school diploma or equivalent GED, and should have good organizational skills. A Casino Manager should have at least one year experience in a position that requires dealing with the public, and at least two years experience in a managerial or supervisory level position. The individual must be able to pass a private background check, as well as a pre-employment drug test. A Casino Manager must understand jackpot payout schedules sufficiently to verify jackpots and must be able to neatly and accurately complete jackpot and machine fill paperwork.

*****All Spirit Mountain Casino employees must be able to work any shifts, weekends or holidays.**

*****All applicants must pass pre-employment drug test.**

*****All applicants must have a High School Diploma or GED certification.**

**ANY INQUIRIES ABOUT THE POSITION, PLEASE CONTACT THE HR
DEPARTMENT (MONDAY - FRIDAY, 11:00 AM - 2:00 PM) AT SPIRIT MOUNTAIN
CASINO (928-346-2000)**

SPIRIT MOUNTAIN CASINO
EMPLOYMENT OPPORTUNITIES
MONDAY, MAY 7, 2018
OPEN UNTIL POSITION FILLED

Maintenance Crew Member

Responsibilities

The Maintenance Crew Member is responsible for keeping all areas of the building and grounds clean at all times. The Maintenance Crew Member reports to the Facility Manager or, in absence of the Facility Manager, to the Casino Manager, but also takes instructions from Slot Technicians, Cashiers, or others who require specific services. Duties include, but are not limited to, the following:

- Continually picking up papers, drink cups, and other trash, and emptying ashtrays
- Cleaning the outside of all gaming machines
- Sweeping, vacuuming, and mopping (as applicable) all areas of the building, parking lot, and grounds
- Cleaning and stocking the restrooms
- Performing light maintenance (e.g., changing light bulbs, repairing stool legs, and Painting

Qualifications

Maintenance Crew Members must possess a high school diploma or equivalent GED, and must be able to pull and bend, and lift 50 pounds. Maintenance Crew Members must be able to pass a private background check, as well as a pre-employment drug test. A Maintenance Crew Member must be willing to take instructions from multiple individuals, and must be flexible in the performance of duties (e.g., stopping in the middle of one task to perform a more urgently needed task).

*****All Spirit Mountain Casino employees must be able to work any shifts, weekends or Holidays.**

*****All applicants must pass pre-employment drug test.**

*****All applicants must have a High School Diploma or GED Certification.**

ANY INQUIRIES ABOUT THE POSITION, PLEASE CONTACT THE HR DEPARTMENT (MONDAY - FRIDAY, 11:00 AM - 2:00 pm) AT SPIRIT MOUNTAIN CASINO (928-346-2000)