



LA JOLLA TRADING POST CASINO

22003 Hwy 76 * Pauma Valley, CA. 92061

(760) 742-0460

JOB DESCRIPTION

Title: Shift Manager
Enterprise: Casino
Deadline: U.F.

Reports to: Tribal Administrator/T.C.
Classification: Non-Exempt
Pay Rate: \$25.00 - \$30.00 per hour

Job Summary:

We are looking for a Shift Manager to oversee all staff, budgets and operations of the La Jolla Trading Post Casino. The Shift Manager responsibilities include formulating overall strategy, managing people and maintain policies and will assist in maintaining compliance with all applicable laws and regulations. To be successful in this role, you should be a thoughtful leader and a confident decision-maker, helping our staff develop and be productive, while insuring our profits are on the rise.

Duties:

1. Accurate, detailed auditing and reconciliation of daily paperwork, receipts, machine reports, tickets, promotions, daily gaming and non-gaming revenue reports.
2. Oversee day-to day operations.
3. Responsible for the verifying the accuracy of signatures and documentation. Maintain budgets and optimize expenses.
4. Exercise policies and processes. Ensure employees work productive and develop professionally.
5. Oversee recruitment and training of new employees.
6. Read and record machine meters as required.
7. Investigate, research and problem solve variances, issue ICRs in accordance with SICs.
8. Perform Test counts of money, and keys.
9. Performs all duties in accordance with policies, procedures, Gaming Regulations MICS, Title 31 AML, Tribal Internal Controls, and IRS reporting.
10. Thorough knowledge of applicable Company and departmental policies and procedures as well as the willingness to learn and follow any policy or procedure that may be introduced in the future.
11. Prepare regular reports for upper management. Provide solutions to issues (e.g. profit decline, employee conflicts, loss of business & marketing)

12. Maintain a positive and professional demeanor during all interactions with guests, fellow employees and vendors.
13. Ability to accept performance feedback in a professional manner.
14. Regular attendance to all scheduled shifts is considered an essential function of the job.
15. Arriving on time for all scheduled shifts is considered an essential function of the job.
16. Other duties as assigned.
17. Applies positive communication and interpersonal skills with guests, (internal and external) at all times.
18. Maintains neat & professional appearance in accordance with HR policy.
19. Maintains confidentiality at all times.
20. Attending training as required by department management.
21. Other duties as assigned as duties and responsibilities may be changed, expanded, reduced or deleted to meet business needs of the company.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and meet the minimum requirements listed below representative of the education, training, experience, knowledge, skill and/or ability required.

Must be 21 years of age.

Must pass a written math test.

Must submit and pass background and drug/alcohol test.

Valid California Driver License.

GAMING INDUSTRY EXPERIENCE IS PREFERRED

Additional Requirements:

- Proven experience as a manager in casino operations or similar executive role.
- Experience in planning and budgeting.
- Knowledge of business process and functions (finance, HR, procurement, operations etc.)
- BSc/BA in Business or relevant field is a plus.
- Strong organizational, planning and communication skills.
- Knowledgeable in creating and analyzing spread sheets or similar data reporting.
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers common fractions and decimals.
- Outstanding organizational and leadership skills & problem-solving aptitude.
- Must be a team player.
- Proficient in using the Ten Key Adding Machine.
- Proficient PC skills and use of Microsoft Office programs including Excel.
- Must be able to read, speak and effectively communicate ideas in English.
- Must be able to work in an intense and fast paced environment where a high degree of concentration is necessary to perform required job duties.
- Must be able to obtain and maintain a gaming license.

760-742-3771

Submit application at:

La Jolla Tribal Hall Administration Building
22000 HWY 76
Pauma Valley, CA 92061