



Northern Waters CASINO RESORT

JOB DESCRIPTION

POSITION: Bingo Caller

DEPARTMENT: Bingo

REPORTS TO: Bingo Manager

LOCATION: Resort

EMPLOYMENT: Part-Time

SALARY: \$13.00/Hour (Non-Exempt)

LICENSE STATUS: Key-Employee

DESCRIPTION:

Responsible for presentation of numbers to participants in the Bingo game using equipment which includes bingo balls, mixer, lay down, counter, display boards, VCR, television, and closed-circuit television monitors.

DUTIES AND RESPONSIBILITIES:

- Verbally announces the numbers for the playing of the game and adjusts the speed of calling to meet special needs or situations.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Bingo Department Policy and Procedure manual.
- Verifies Bingo wins on the securities and master lays down.
- One of the two callers to ensure the winning numbers are in the appropriate pattern. While one performs the above function, the other is responsible for the monitoring and the recording of the game number, the bingo floor section, the board number, the vendor

involved in the call-back and the level of play of the win while observing general game operations. Should irregularities occur callers should advise the bingo supervisor and security as needed.

- Maintains all necessary game records.
- Announces prizes and makes other public announcements over the public address system, including special announcements (beginning of each session, beginning and end of intermissions, and end of night).
- Responsible for equipment used in the Bingo operation. Conducts daily pre-game tests of caller's equipment (numbers, microphones, machines, mixer board, monitors, display boards, copiers, etc.) and reports results to bingo supervisor.
- As the focal point of the game, the conduct of the caller must be above reproach and represent the highest level of integrity, the most vital factor in the Bingo operation. The callers must conduct themselves in a manner which absolutely avoids even the appearance of wrongdoing.
- Callers are to communicate their observations on operations, games, patterns of play, or other matters to appropriate supervisors.
- Recognizes that employees have certain responsibilities which affect the operational efficiency of the casino.
- Maintains proper attendance in accordance with casino policy. Arrives to work on time in accordance with casino policy.
- Recognizes that each employee is a representative of the casino, and is responsible for demonstrating courtesy, respect, and sensitivity to the needs of every person (guests and co-workers).
- Due to changes and modifications in your job, we require employees to be flexible and assume other responsibilities assigned by management.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.

MINIMUM QUALIFICATIONS:

- Ability to relate well and amicably with the public.
- Ability to read, write, and comprehend numbers.
- Ability to count monies fast and accurately is required.
- Attention to detail and accuracy.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License

PREFERRED QUALIFICATIONS:

- Leadership Experience
- An understanding of skill in the entertainment field.
- Previous Gaming experience.

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by Gaming Commission: 05/16/2023.

Date Approved by the Tribal Council: 08/29/2023.

Lac Vieux Desert Band of Lake Superior Chippewa Indians

Human Resources Department

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Sign _____ Date _____