
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES
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**JOB VACANCY**

REPOSTED: NOVEMBER 10, 2016 DEADLINE: NOVEMBER 21, 2016

POSITION: Casino Shift Manager
DEPARTMENT: Casino Administration
SUPERVISOR: Casino General Manager
LOCATION: Lac Vieux Desert Casino
EMPLOYMENT: Full time
SALARY/PAY RATE: Pay Grade 15 - \$17.60/HR

DESCRIPTION:

To supervise overall Casino operations under the General Manager. Knowledge and the enforcement of all Gaming policies and Internal Controls. Works in cooperation with department shift supervisors. In the absence of the department manager he/she will help supervise employees and informing employees of personnel policies.

RESPONSIBILITIES:

- Responsible for seeing that all systems of the casino operation promote efficiency and improvement of the business.
- Maintain a smooth and efficient daily operation of the casino.
- Work in the capacity of staff in an emergency situation if necessary to ensure continuance in operation. If not qualified to do task, the Casino Shift Manager will find qualified staff.
- Assist marketing and promotion with special projects, busing, and all on site promotions.
- Supervise casino for entire time scheduled, leaving premises only when Casino Manager, or General Manager is present.
- Responsible for accounting numbers of players, in cooperation with department head or shift supervisor.
- Control over staffing with department manager or shift supervisor.

- Authority over all employees and departmental supervisors in general supervisors in general operations of the casino. This authority does not extend to the special operation of that department.
- Problems that arise when department manager is not on by duty will be reported to the department manager.
- Responsible for all comps in casino with those assigned by General Manager.
- Participate with General Manager in the review, implementation, and enforcement of guest service.
- Monitor implementation of standards, procedures, and performance.
- Attend and/ or conduct mandatory staff meeting or training meetings.
- Other duties may be assigned.

MINIMUM QUALIFICATIONS:

- Must have High School diploma or GED
- Strong computer skills, ability to follow directions accurately, and delegate duties using good judgment when decision making.
- Ability to supervise, motivate, and maintain favorable working relationships with management and other departmental staff.
- Ability to enforce Gaming and departmental policies and procedures.
- Good time management, excellent communications and organizational skills
- Must meet licensing requirements per Tribal/State Compact, pass criminal background check, and submit to pre-employment drug test.

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. The Lac Vieux Desert Tribe will provide preference to all qualified Native Americans in employment and training opportunities.

Date Approved by Tribal Council: November 19, 2014