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JUN 22 2018



### EXTERNAL JOB POSTING

**Posting Period:** June 22, 2018 – Until Filled  
**Position:** Bingo Sales Representative  
**Location:** Six Nations Bingo  
**Job Status:** Part-time, Contract (6 months with the possibility of extension)  
**Hours of Work:** 0 – 44 hours per week

#### SUMMARY

Reporting to the Operational Shift Supervisor the Bingo Sales Representative assists in the delivery of excellence in customer service that is conducive to generating revenue and an entertainment experience. The Bingo Sales Representative may be required to answer customer questions/concerns, conduct concession sales, cart sales, Nevada ticket sales, provide card sales, verify and payout various types of bingos, balance their cards and cash or cart and cash at the end of their shift, and/or at times call Bingo Sessions, all in accordance to the Standard Operating Procedures of the Six Nations Bingo Hall.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure that the Bingo Hall is clean and equipped with operating supplies such as concession supplies, cart supplies, session information, garbage bags attached to each table, clean ashtrays, and clean tables at the beginning and end of each session.
- Report to the sponsor's booth at the beginning of each operating bingo session for duty assignments and distribution of cards and/or floats and/or Nevada tickets.
- Reports any discrepancies of cards and/or cash floats immediately to the Bingo Clerk or the Operational Shift Supervisor.
- Commence card and/or concession sales and/or Nevada tickets immediately following verification of cart supplies or cards and floats.
- May be required to assist with counter sales and/or twoonie jackpot sales on occasion.
- May be responsible for controlling the bingo program time by calling game ball numbers at a speed with which customers are able to mark their bingo cards accurately.
- Must acknowledge all bingos declared by patrons. Ensure that game(s) are ceased for all bingo verifications and make sure the caller is informed of a possible bingo.
- Issue prize payment amount immediately after the closure of each game played.
- Balance cards and/or cart and/or Nevada sales and cash at the end of the shift. Report shortages in float to Bingo Clerk.
- Provide fast and efficient service to the bingo hall patrons.
- Refer all concerns to the Operational Shift Supervisor.

- Performs other related duties as may be required.

\*\*\*For a full description of the Essential Duties & Responsibilities and Education/Experience, please refer to attached Job Description for further details\*\*\*

**SUBMISSION PROCESS:**

Please submit the following to the HR Department at the Six Nations Tourism Building in person/by mail at 2498 Chiefswood Road, Ohsweken, Ontario N0A 1M0 or by email at [HRdept@sndevcorp.ca](mailto:HRdept@sndevcorp.ca):

- Application for Employment Form (attached)
- Cover letter
- Resume

Or apply online at [www.sndevcorp.ca/careers](http://www.sndevcorp.ca/careers).

**Please Note:**

- Only those applicants who meet the qualifications will be contacted for an interview
- Police Record Check and copies of education will be required at the time of Offer of Employment

**Thank You**



**BINGO SALES REPRESENTATIVE**  
**(New – combines Runner/Seller/Nevada/Concessions/Caller)**

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- Provide fast and efficient service to the bingo hall patrons.
- Refer all concerns to the Operational Shift Supervisor.
- Performs other related duties as may be required.

#### **ADDITIONAL SKILLS AND ABILITIES**

- Excellent customer service, communication, and sales skills.
- A strong work ethic with a focus on accuracy and attention to detail.
- Ability to embrace and champion change.
- Reliable and punctual.
- Ability to handle the public with tact, discretion, and with a pleasing personality.
- Understand and follow the Health & Safety Policies set by the Bingo Hall.

#### **EDUCATION / EXPERIENCE**

##### Minimum Requirements:

- Excellent customer service skills.
- Have knowledge of bingo operating sessions and programs or a willingness to learn.
- Able to deal with prolonged standing, walking and/or running.
- Must have a pleasant attitude and disposition for working with the public.
- Willing to work flexible hours, evenings and weekends and holidays.
- Must pass a police record check.
- Willingness to learn, accept change, and adapt to new ideas, business concepts, and cultures.

#### **IMPACT OF ERROR**

Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to the Six Nations of the Grand River Development Corporation.

#### **CULTURE**

The purpose of the Development Corporation is to enhance Six Nations to derive economic benefits, create employment for community members and generate income to support community priorities.

Six Nations of the Grand River Development Corporation will pursue economic self-sufficiency without sacrificing the cultural values and integrity of the Six Nations People.

#### **EXTERNAL/INTERNAL RELATIONSHIP**

Community Members, Customers, Human Resources, and Development Corporation Staff.

**WORK ENVIRONMENT**

- This position requires normal physical effort.
- This position requires normal visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- Working in a smoking environment.
- Working conditions has a high public relations profile with local and outside communities.

**DIMENSIONS (FINANCIAL/STAFF)**

High degree of integrity with selling of cards, calling back, verifying bingos, and conducting payouts.

Responsible for verification of bingos up to \$50,000 per verification.

**REPORTS TO:**

Operational Shift Supervisor

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**\*\*\*COVER LETTER & RESUME MUST ACCOMPANY THIS APPLICATION\*\*\***

<b>Position</b>								
Job Title:								
Posting End Date:								
Availability and Positions Applying For (Please check all that apply)								
How did you hear about this position?								
Positions	Hours of Availability							
<input type="checkbox"/> <b>Cook</b>		SUN	MON	TUES	WEDS	THURS	FRI	SAT
<input type="checkbox"/> <b>Custodial</b>	Matinee							
<input type="checkbox"/> <b>Bingo Clerk</b>	Late Night/Evening							
<input type="checkbox"/> <b>Bingo Sales Representative</b> (Includes duties for: Concession Cash & Cart, Nevada, Caller, Runner & Seller)	Each Bingo Session requires various hours depending on the position you hold at the Bingo.							
<input type="checkbox"/> <b>Other:</b>	Are there any times you are <b>not</b> available to work:							

<b>General Information</b>		
Last Name:	First Name:	Middle Name:
Address:		Apartment/Unit Number/ R. R. #
City/Town:	Province:	Postal Code:
Home Telephone Number:		Cell Number:
Email Address:		
In accordance with the Six Nations Bingo Commission, applicants must be 18 years of age to work at Six Nations Bingo Hall. Are you 18?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	