



**ACOMA BUSINESS ENTERPRISES  
VACANCY ANNOUNCEMENT**

<b>JOB TITLE:</b>	Bingo Admissions Clerk/ Floor Runner Part Time Non-Status	<b>DEPARTMENT:</b>	Bingo
<b>SUPERVISOR:</b>	Bingo Supervisor	<b>FLSA STATUS:</b>	Non-Exempt
<b>OPENING DATE:</b>	03/09/2010	<b>CLOSING DATE:</b>	Open Until Filled (not to exceed 30 days)

***Summary of Responsibilities:***

The Bingo Floor Clerk/Cashier is responsible for selling entry packets to guests, selling special packets on the floor and verifying bingo cards presented by guests.

The Bingo Floor Clerk/Cashier is expected to serve as a public relations ambassador for all Acoma Business Enterprises and must be courteous and helpful to customers at all times.

***Essential Duties and Responsibilities:***

- Sells entry packs and materials to guests as they enter the bingo hall.
- Sells special packs and materials on the floor of the bingo hall in preparation for special games.
- Verifies bingo cards when guests believe they have a bingo.
- Counts the inventory at the end of the shift.
- Acts as host to all guests in the bingo hall to include greeting guests, answering questions, and making the guests feel welcome.

***Skills, Abilities, Equipment Used and Knowledge:***

- Must have an aptitude for customer services and ability to remain calm and cheerful in stressful situations.
- Must possess a friendly demeanor at all times perform job requirements with S.E.G(Smile, Eye Contact, Greeting).
- Must possess good to excellent interpersonal skills and be able to communicate complex or unwelcome information courteously and helpfully to guests, co-workers, and supervisors.

***Education/Experience***

- High School Diploma, GED, or equivalent helpful.
- Basic math, reading, writing required.
- Must be age 18.

**To Apply:     Submit application to the Human Resources Department.**