



Job Opportunities

Competition # 0119-65

Bingo Worker Trainee
(3) Temporary Full-time- Term

THE POSITION

Under the direction of the Hall Supervisor and Mentor, the Bingo Worker Trainee will be responsible for the Hall. This is a term position. The position is based out of **Sweetgrass First Nation**.

DUTIES AND RESPONSIBILITIES

Security

- ❖ Conduct regular patrols on hall outside premises and interior.
- ❖ Security to report all break-in, vandalism, suspicious activity immediate supervisor
- ❖ Other duties as assigned

Floor Walker:

- ❖ Sell cards on the floor
- ❖ Clean tables, empty trash bins, wipe tables, etc.
- ❖ Other duties as assigned.

Card Sales:

- ❖ Inventory cards prior to sales
- ❖ Counting float with supervisor
- ❖ Selling or distributing cards to floor walkers
- ❖ Reconciling cards to cash
- ❖ Reporting deficiencies in equipment, count or cards to supervisor
- ❖ Complete cards sales reconciliation
- ❖ Assist with Hall and bathroom clean up

Canteen Management:

- ❖ Inventory of merchandise daily, weekly.
- ❖ Sanitize and Clean: equipment, counters, cook ware, etc.

Record Keeping:

- ❖ Provide written incident reports to immediate supervisor;
- ❖ Maintain an inventory of food and equipment;
- ❖ Submit time sheets and leave forms to immediate supervisor;

Hours of Work:

- ❖ Hours to be determined.

QUALIFICATIONS

- The Bingo Worker Trainee must be an Income Assistance Client on Sweetgrass
- Youth between the ages of 18 and 24
- Willingness to work as a team member with BATC staff;
- Ability to work in scheduled hours; evenings or weekends;

Closing date: September 12, 2019 - Please quote Competition # 0119-65

Please submit resume, cover letter and CPIC to:

Attention: Human Resources
Battlefords Agency Tribal Chiefs
1011 103rd Street
North Battleford, SK S9A 4B2

Fax: (306)446-1308

Email: humanresources@batc.ca

Battlefords Agency Tribal Chiefs thanks all applicants, but only those chosen for interview will be contacted.