

****EXTERNAL POSITION OPENING****
MANAGER ON DUTY/MOD (Split Shift)



RATE OF PAY: Depending upon experience
LOCATION: Seven Clans Casinos – Thief River Falls, MN
OPENS: February 21, 2023
CLOSES: March 7, 2023

POSITION OBJECTIVES:

Under the general supervision of the Casino General Manager the Manager on Duty is responsible to oversee assigned shifts for Seven Clans Casinos.

DUTIES AND RESPONSIBILITIES:

- Responsible for efficient and profitable operation of assigned Shifts.
- Ensures accurate processing and recording of data in accordance with established policies and procedures.
- Coordinates with affected departments to ensure consistency and conformance are maintained and makes recommendations to department managers.
- Handles problems or grievances (customers and/or employees) as soon as the need arises. Capable of making critical decisions.
- Serves as the property manager on duty, with overall responsibility for operations and makes any recommendations for improvement.
- Coordinates and communicates with incoming and outgoing manager on duty to ensure communication efforts are effective.
- Responsible to insure policies and procedures, staffing levels are adhered to and maintained.
- Analyzes and recognizes deficiencies or problem areas and provides solutions to achieve desired results.
- Participates in the review of associates and completes necessary paperwork as required by established policies and procedures. Maintains training program for departmental new hires.

REQUIRED QUALIFICATIONS:

It is required the Manager On Duty have at least a two year vocational degree, GED or 4 yrs casino mgmt or prior positions of 2 yrs authority related experience preferred.

SEND COMPLETE RESUME TO:

Victoria.mostrom@7clan.com com – Human Resources Office,
20595 Center St. E, Thief River Falls MN 56701