

# **\*\*EXTERNAL POSITION OPENING\*\***

## **MANAGER ON DUTY/MOD**

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**RATE OF PAY:** Depending upon experience  
**LOCATION:** Seven Clans Casinos – Red Lake, MN  
**OPENS:** June 22, 2023  
**CLOSES:** July 6, 2023

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### **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](mailto:Victoria.mostrom@7clan.com) com – Human Resources Office,