

****EXTERNAL POSITION OPENING****



SEVEN CLANS CASINO
WARROAD, MN

Security Guards

RATE OF PAY: Depending on Experience
LOCATION: Seven Clans Casino Warroad, MN

OPENS: 05/01/2023

CLOSES: Until Filled

POSITION OBJECTIVES:

Under the general supervision of the Security Manager is responsible for assigned shift to protect the assets for Seven Clans Casinos.

Security Guard will also be responsible to drive the shuttle for Seven Clans Casinos team players and guests.

DUTIES AND RESPONSIBILITIES:

Assists with conducting investigations involving employees and customers.

- Responsible to oversee the protections of safety and assets of organization, including the efficient operations of entire shift.
- Inspects and evaluates property security activities to ensure compliance with appropriate procedures.
- Responsible to ensure the adherence and maintenance of applicable rules, regulations, policies and procedures.
- Analyzes and recognizes deficiencies or problem areas and provides solutions to achieve desired results.
- Reviews paperwork of department and ensures completeness and accuracy, including reporting requirements.
- Explains and interprets rules and regulations to employees and customers. Ensures all regulations are followed.
- Writes detailed reports on incidents and provides assistance with investigations as required.
- May provide input into associate training needs and overall recommendations for improvement.
- Other duties may be assigned as necessary.

REQUIRED QUALIFICATIONS:

It is required the Security have at least a High School diploma or equivalent experience preferred. A valid driver's license is needed along with an insurable driving record with proficiency and effectiveness.

CPR/AED certification required- will train.

SEND COMPLETE APPLICATION/RESUME/TRANSFER REQUEST TO:

Human Resources Office-Seven Clans Casino 34966 605th Ave. Warroad MN 56763
1-800-815-8293 Ext. 36040/36041 or online @ www.sevenclanscasino.com

****EXTERNAL POSITION OPENING****
SLOT DEPARTMENT SUPERVISOR

4pm-12pm shift

Location: Seven Clans Casino Warroad

Date Opens: 05/01/2023

Date Closes: Until filled



SCOPE OF POSITION

Under the general supervision of the Slot Department Manager is responsible to oversee assigned shift for Seven Clans Casinos.

DUTIES AND RESPONSIBILITIES

- Ensures adequate staffing is maintained to meet business needs.
- Schedules employees and assigns work duties.
- Oversees work orders, installation, maintenance, repair, etc. on slot machines.
- Assists in analyzes information on slot machines such as floor layout, play, revenue, etc. Recommends changes as appropriate.
- Performs maintenance, troubleshoots problems and performs upgrades on machines, instructs associates on procedures and processes and conducts training as needed.
- Coordinates slot processes with affected departments.
- Maintains inventory of all slot machine equipment, parts, locks, electronic devices and supplies, ensures adequate amounts are on hand as needed.
- Responsible for accurate reporting on slot machines and safeguards records.
- Ensures compliance with regulatory agencies and adherence to policies and procedures, makes recommendations for improvement as needed.
- 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 Slot Supervisor have at least a High School Diploma or equivalency and three years of slot experience with slot machines.

SEND COMPLETED APPLICATION/RESUME TO: Seven Clans Casino –Human Resource

Department 34966 -605th Ave. Warroad, Mn 56763

1-800-815-8293 ext. 36040 or email: www.sevenclanscasino.com

****EXTERNAL POSITION OPENING****

Surveillance Technician



Rate of Pay: Depending on Experience

Position Opens: 05/09/2023

Position Closes: until filled

Location: Seven Clans Casino Warroad MN

POSITION OBJECTIVES:

Under the general supervision of the Surveillance Manager is responsible to oversee Surveillance equipment needs for Seven Clans Casinos.

DUTIES AND RESPONSIBILITIES:

- Performs preventative and routine maintenance on recording devices, cameras, and monitors.
- Assists with the installation of recording devices, cameras and monitors. Ensures placement meets required needs.
- Troubleshoots surveillance equipment to identify problem and make repairs as necessary.
- Coordinates activities with vendors to comply with warranty requirements and/or obtain necessary parts/supplies.
- Decreases down time and increases mean time between failures through effective periodic preventative maintenance.
- Communicates with management to ensure work schedules do not interfere with the daily operations.
- Ensures compliance with established Minimum Internal Control Standards.
- Maintains malfunction log to record required information pertaining to equipment and repairs.
- Maintains video library and performs daily tape reviews.
- Operates surveillance computer system in accordance to established procedures.

REQUIRED QUALIFICATIONS:

- It is required the Surveillance Equipment Technician have experience in wiring computers, video equipment and surveillance cameras.
- Must meet licensing requirements as prescribed by the Red Lake Band of Chippewa and the Tribal-State Compact for gaming.

SEND COMPLETED APPLICATION/TRANSFER REQUEST TO:

karen.wayne@7clans.com Human Resource Office, 34966 605th Ave, Warroad, MN
56763- 1-800-815-8293.

Or apply online, Website: www.sevenclanscasino.com

****EXTERNAL POSITION OPENING****

SURVEILLANCE OPERATOR



RATE OF PAY: Depending upon experience
LOCATION: Seven Clans Casinos –Warroad, MN
OPENS: 04/28/2023
CLOSES: Until filled

POSITION OBJECTIVES:

Under the general supervision of the Surveillance Manager, is responsible to oversee assigned shift to protect the security of operations for Seven Clans Casinos.

DUTIES AND RESPONSIBILITIES:

- Operates cameras and taping devices to continuously monitor activities of employees and guests on the property of the Seven Clans Casinos.
- Responsible to assist with the safe guarding of assets and to ensure the safety of customers and employees of the organizations. Controls access to specified restricted areas.
- Uses video equipment to scan casino, parking lot, hotel, lounge and other areas and report findings. Records any unusual activities.
- Maintains daily activities report for reporting purposes; records activities, findings, operating information and happenings with associates in department.
- Assists with investigations as requested.
- Reviews regular activities of gaming floor and cage to ensure all procedures, policies, rules and regulations are followed by all associates.
- Operates two-way radio to remain in contact with other personnel.
- Ensures cameras and taping devices are in good operating condition and recording appropriate information.
- Provides recommendations for improvement when needed.

REQUIRED QUALIFICATIONS:

High School Diploma or GED with experience preferred.
One year surveillance experience preferred

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