



## **INTERNAL EMPLOYMENT OPPORTUNITY EAGLE LAKE FIRST BINGO PALACE WEEKEND OPERATIONS SUPERVISOR**

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Under the direction of Chief and Council, the Eagle Lake Bingo Palace operations Supervisor will administer and coordinate the services of the Bingo operations within the First Nation Community of Eagle Lake. The Weekend Operations Supervisor will plan, implement, organize, direct, monitor and manage all aspects of the bingo operations with a strong and committed focus on financial operations, technical operations and personnel.

The successful applicant will be required to complete a six month probationary period. Performance evaluations will be completed on an annual basis.

### **Duties and Responsibilities**

- Supervise bingo session staff.
- Ordering of stock and inventory for Bingo
- Complete transactions for bank deposit and deposits are done consistently through night deposits or Monday morning.
- Update and consult finance department/bookkeeper on a daily basis.
- Adhere to workplace procedures and update bingo staff regularly of any changes.
- Enforce strategies to decrease various forms of abuse and lateral violence specifically (gossiping) in the workplace.
- Ensure all bingo workers have signed an oath of confidentiality form.
- Reinforcement of professionalism, bingo workers much work in positive manner i.e; respectful, courteous, professional.
- Arrange training for all bingo workers i.e; customer service, hospitality/etiquette, team building, etc
- Analyze/evaluate program effectiveness.
- Resolve disputes, conflicts, complaints in a professional manner and ensure positive outcomes.
- Assist in the development of floor workers job descriptions.
- Consult with Finance Assistant, Chief and Council on a regular basis.
- Coordinate cleaning staff for hall and enforce sanitary standards and cleanliness in bingo hall area to eliminate health issues.
- Document employee progress and disciplinary actions.
- Responsible for inventory of supplies, counting admission booklets, extra strips, odds and evens, and specials for floor workers.
- Record and reconcile all monies associated with the Bingo Palace
- Organize and monitor all progressive pots, i.e; Shooniyaa, Toonie and G-Ball

### **QUALIFICATIONS**

- College Diploma or Grade 12 diploma and applicable work experience
- Excellent communication skills
- Valid CPR & First Aid certification
- Ability to work with limited direction or supervision.
- Self-motivated and reliable
- Valid Driver's license
- Access to a vehicle at all times for deposits and supply pick ups.
- Positive criminal reference check
- Must be physically capable of lifting 50 lbs or greater.
- Must be accountable and reliable.

Please forward your resume including 3 references to;  
Attention: Chief and Council  
Email: [eaglereception@migisi.ca](mailto:eaglereception@migisi.ca)  
P.O. Box 1001  
Migisi Sahgaigan Ontario  
P0V 3H0  
Phone: 807-755-5526  
Fax: 807-75-5696

**Deadline Date: April 15, 2024 by 4:00 p.m.**