

SAC & FOX CASINO POSITION DESCRIPTION

POSITION TITLE: Club Host(ess)
DEPARTMENT: Marketing
STATUS: Regular, Full Time
SALARY RANGE: 9
LEVEL OF RESPONSIBILITY: Reports to Marketing Assistant

DESCRIPTION OF WORK:

Performs public relations activities to promote the Casino by carrying out assigned activities. Greet patrons as they enter the casino.

SPECIFIC RESPONSIBILITIES:

1. Assists in organizing special events such as opening, anniversaries and holidays by assembling necessary materials, setting up displays and decorating.
2. Distribute promotional materials to customers, explain special events and answer questions.
3. Safeguard assigned cash drawer and Casino assets. Follow appropriate policies in regards to money handling.
4. Register guests for club membership and enter registrations into computer records.
5. Greet patrons when they enter the casino.
6. Observe patrons as they enter the casino and screen for intoxication. Deny entry to intoxicated patrons.
7. Check identification of minors and give them guidelines of minors in the casino. (Only in emergency incidents when Security Department is short staffed)
8. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION: Graduation from high school or equivalent.

EXPERIENCE: One year experience working with the public in sales or public relations capacity.

KNOWLEDGE/ABILITY/SKILLS:

Ability to work any shift, weekends and holidays.
Ability to communicate effectively with the public.
Ability to deal positively with the public.
Ability to present a positive image of the Casino.
Ability to operate a computer.
Ability to follow oral and written instructions.

OCCUPATIONAL HAZARD:

In the Entertainment Industry, one may be subject to a work environment containing excessive noise, smoke and stress.

This description is an accurate representation of the duties and requirements of the position.