Employee Requisition Form

Position to Be Filled: **Bingo Floor Clerk – part time**

Purpose: The Bingo Floor Clerk is a first line customer service representative responsible for customer satisfaction and product sales.

Required Qualifications / Essential Duties:

- Answer all customer questions about game patterns, rules, special upcoming events, coupons, etc
- Support customers by providing information, materials, programs, caller choice games or assistance
- Verify winners and prepare required receipts
- Good verbal communication skills (bilingual helpful but not necessary)
- Basic math skills
- Good active listening skills
- Good interpersonal skills (tact and patience in dealing with people)
- Ability to handle and count money / make change

Reports To:	Bingo Floor Supervisor
Starting Rate of Pay:	D.O.E
Approximate Hours:	Less than 26
Date Needed:	ASAP
Filling Deadline:	Open Until Filled

_____ _____

Recruitment Representative Date Posted

kam