



## Employee Requisition Form

**Position to Be Filled:** Bingo Packaging Clerk

**Purpose:** Responsible for preparing, stocking, and distributing the Bingo Program "Packs" that are sold by Admissions Clerks and Floor Clerks.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares the color-coded Bingo Program "packs".
- Assemble, staple and date stamp.
- Validate and restock inventory as required.
- Stock each "door" cash register, Admission Clerk with the correct packs.
- Ability to lift 50 to 75 lbs. waist high.
- Ensure compliance with all Human Resource policies and procedures, promote an environment that treats all people with respect and prohibits discrimination and harassment of any kind.
- Ensure that all safety, health, and environmental policies, procedures, and regulations are followed.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.
- High school diploma or general education degree (GED) required.
- Must be professional, polite, and respectful towards all guests (internal and external).
- Must be able to handle extended hours when necessary and varying shifts.
- Basic computer skills, including Microsoft Word and Excel.
- Excellent interpersonal skills with demonstrated patience, tact, and respect.
- Must be able to read and write common vocabulary.
- Excellent organizational skills.
- Bilingual helpful.
- Any other duties as assigned.

<b>Reports To:</b>	Bingo Packaging Supervisor
<b>Starting Rate of Pay:</b>	D.O.E
<b>Approximate Hours:</b>	Full-Time
<b>Filling Deadline:</b>	Open Until Filled

