



Employee Requisition Form

Position to Be Filled: Bingo Clerk

Purpose: Responsible for providing superior customer satisfaction and product sales in Bingo.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer all customer questions about game patterns, rules, special upcoming events, coupons, etc.
- Verify winners and prepare required receipts and documentation.
- Ensure that assigned section is clean and ready prior to each session. Pick up and bag all trash for maintenance crew to collect at the end of each session.
- Support customers by providing information, materials, programs, caller choice games or assistance.
- Resolve customer complaints.
- Monitor play for rule infractions.
- Sell Bingo Packets and special games on the floor.
- Balance sales and cash at the end of each shift.
- 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.
- High school diploma or general education degree (GED) required.
- Knowledge of Bingo House rules & regulations.
- Ability to handle and count money / make change.
- Minimum 3 – 6 months customer service experience.
- Any other duties as assigned.

Reports To: Bingo Supervisor
Approximate Hours: Full-Time
Filling Deadline: Open Until Filled

