



## Menominee Casino Resort

### 2nd Posting

**Position** Inventory Control Clerk

**Job Status** Part-Time

**Minimum Age** 18

**Wage** \$13.00

**Date Posted** Thursday, May 11, 2023 8:00:00 AM

**Date Closed** Friday, June 09, 2023 4:30:00 PM

*FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.*

### SUMMARY

The Inventory Clerk is responsible for the efficient operation of the Bingo Supply Department

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Shall be responsible for receiving orders for bingo supplies.
- Shall be responsible for taking inventory of supplies and stock items as needed on a continual basis.
- Shall be responsible for preparing orders for supplies when needed (paper supplies and daubers).
- Shall be responsible for reviewing the bills to ensure that all items have been received.
- Shall be responsible for validating sheets.
- \* Shall be responsible for preparing baskets for bingo sessions.
- Shall be responsible for entering information for the session into the computer system.
- Shall be responsible for the cleaning and monitoring the bingo balls.
- Shall be responsible for printing and monitoring the computer-generated games.
- Shall be responsible for filing and keeping accurate records for accountability.
- Shall be responsible for issuing and returning paper from registers and Floor Workers.
- Shall be responsible for issues and returns for paymaster daubers.
- Shall be responsible for balancing issue and return sheets each session.
- Shall be responsible to help the Floor Workers clean bingo hall after the session ends when necessary.
- Shall perform any other duties as assigned by the immediate supervisor.
- Participates in month end inventories, reviews tally sheets to ensure that they have been entered correctly.
- Assists Manager in tracking orders, issues and returns and general paperwork for all shifts.
- Responsible for maintaining a consistent, regular attendance record.

### QUALIFICATION REQUIREMENTS

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

High School diploma or GED required. One year of general experience in inventory management is preferred but not required.

### SPECIAL QUALIFICATIONS

Strong organizational and interpersonal skills required.

#### CRIMINAL BACKGROUND MINIMUM REQUIREMENTS:

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird Complex if they have been convicted, or have a pending unresolved charge of:



**MENOMINEE**  
CASINO RESORT

**Menominee Casino Resort**

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drug, or possession with intent to sell drugs during the immediately preceding two years.
- “In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact.”
- Hiring in Gaming Position is contingent upon criminal background check.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to use hands to finger, handle, or feel objects, reach with hands and arms; and talk or hear. The Employee frequently is required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud and smoke filled atmosphere