



Job Announcement

Opening Date:	March 1, 2023
Closing Date:	March 8, 2023
Position Title:	Service Clerk
Department:	Floor
Supervised By:	Shift Manager
Supervises:	None
Starting Salary:	\$15.50 – \$16.00, DOE
Grade:	3
FSLA Status:	Non-Exempt
Status:	Permanent
Hours:	Part Time
Benefits:	Yes, see below

General Statement of Responsibilities:

The Service Clerk will be responsible for the ordering, stocking and labeling of all items in the Gift Shop. Coordinate with management any price changes on items and be responsible for updates in the company's current POS system. Will be responsible for creating and maintaining any signage in the gift shop. Responsible for the addition of any new items and making sure that they scan properly. The Service Clerk will be responsible for maintaining the cleanliness of the gift shop. Will have a knowledge of the Diamond Club and be able to assist customers with any needs. Will report all issues to a supervisor as they arise. May help in other departments as needed.

***Must be willing to work in a secondhand smoke environment.**

Specific Areas of Responsibilities:

- Monitor on-hand inventory levels and ensure that stock is maintained.
- Produce monthly inventory reports.
- Assist customers with Diamond Club needs.
- Maintain the cleanliness of the gift shop.
- Other duties as assigned.

Minimum Qualifications:

- Must be age 21.
- High School graduate or equivalent.
- Written and oral communications are required in the primary language used in the work area.
- Must pass pre-employment drug screen.
- Must qualify for a Gaming License.
- Must be able and willing to work any schedule, holidays, and weekends.
- Microsoft Office software skills.
- Ability to multi-task and follow directions
- Ability to work unsupervised.
- Creativity within a high paced environment.
- Detail oriented.
- Other duties as assigned.

Physical Qualifications:

Requires standing, walking, and sitting; must be able to lift 15 pounds. Position requires bending, reaching, standing, walking, sitting, finger dexterity, reading and writing, repetitive motions, and some grasping.

Preference Policy:

Preference will be given to qualified Susanville Indian Rancheria Tribal Members. Indian preference is granted in accordance with P.L. 93-638.

Diamond Mountain Casino & Hotel Benefits Package:

The Diamond Mountain Casino & Hotel Benefits Package includes health, dental, and vision. Employees earn Paid Time Off (PTO) and seven holidays are included in each employees PTO. Diamond Mountain Casino & Hotel also offers a matching 401K Retirement Plan, Education Assistance (provisions apply), Employee Assistance Program, Health Spending Accounts (HSA), gym membership discounts, discounts with two different shoe vendors, and employee discounts in our restaurant, coffee shop, and gift shop.

How to Apply:

All applicants are required to submit a Diamond Mountain Casino & Hotel application. Applications can be picked up at 900 Skyline Drive, Susanville, CA or you may apply online at www.dmcah.com/job and an application will be emailed to you.

Only **complete** applications will be considered. To be considered for the position you must:

1. Submit a completed application
2. Attach a copy of your High School Diploma or equivalent if required
3. Attach a copy of your Tribal ID Card, if you are claiming Indian Preference

Completed applications can be dropped off in person at the casino security desk. They may also be emailed to ewadley@dmcah.com or faxed to 530-252-1110. All applications **must be received by 4:00 pm Pacific Time** on the closing date of the announcement.