
<i>Position:</i>	Pull-Tab Dealer	<i>Reviewed by:</i>	
<i>Department:</i>	TDX Foundation	<i>Supervisor</i>	2011
<i>Reports to:</i>	Manager	<i>HR Director</i>	
<i>Status:</i>	<input type="checkbox"/> Fulltime <input checked="" type="checkbox"/> Part-Time	<i>Approved by:</i>	
<i>Location:</i>	Anchorage, Alaska	<i>General Manager</i>	

Shareholder Preference: In accordance with the Alaska Native Claims Settlement Act.

Purpose:

TDX Foundation job descriptions are a management tool to help organize duties and provide employees with the employer's expectations with regard to a specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Job Summary

Employee is responsible to provide gaming customer services including but not limited to greeting, taking and filling orders, collecting payment, and distributing winnings. Incumbent is also responsible for daily worksheet reporting, inventory notice, and shift deposits.

Essential Pull Tab Dealer Job Functions:**OPEN GAMING AREA TO CUSTOMERS BY**

- Evaluating work area to determine security prior to set up procedures and documenting in daily report any discrepancies;
- Opening safe, counting the till and recording open till sum;
- Placing cash in register and confirming adequate register tape available;
- Weighing in buckets on the scale under the flare card number;
- Placing buckets on shelves in a neat manner so all flare cards can be seen.

COMPLETING DAILY CUSTOMER SERVICE DUTIES BY

- Recording customer orders by clarifying selection and entering order into cash register;
- Issuing charges by verifying orders and totaling bill;
- Receiving payment by approving checks, accepting currency; calculating and issuing change;
- Filling order by retrieving items from stock, counting tabs to requested amount, and distributing to customer;
- Requiring customer to print and sign name; dealer will date, name game, game serial number, and amount won before winning ticket distribution occurs.
- Not discussing games including payouts left, what tickets paid during shift and identifying other customers;
- Keeping equipment operational by following manufacturer's instructions and established procedures.
- Maintaining a safe and healthy work environment by following organization standards and legal regulations, removing refuse, cleaning counter, and work area;

CLOSING GAMING AREA TO CUSTOMERS BY

- Announcing “Last Call” approximately ½ hour before shift closure;
- “TabWizard” till and include register tape with daily report, reconcile cash, prepare sheet for following shift, and place money in bag and place in safe;
- Weighing out all buckets and recording in daily report;
- Verifying completed prize receipts and pushes, stapling state form to ticket, bundling them together, placing in sealed plastic bag with initials on label, and placing in safe;
- Confirming all games and/or coin boards are secure under locked cupboards; safe is locked and empty cash register drawer is slightly left open;
- Copying all accepted checks to supervisor (or next shift worker)
- Reconciling cash drawer by proving cash transactions and listing accepted checks;
- Safeguards revenues by completing cash and check deposit slips; arranging for deposit; and determining opening cash supply;

Essential Inventory Clerk Job Functions:

- Maintains supplies by checking stock, anticipating needs, and restocking;
- Controls inventory by conducting physical counts and reconciling with inventory system;
- Notifying supervisor when reorder points are reached;
- Verifies items received by identifying information of items;
- Comparing count/measure of items to purchase order and packing list;
- Inspecting condition of items;
- Replaces damaged items and shortages or obtains credit by informing Supervisor of damage or shortage; returning damaged items; and requesting new items;
- Maintains inventory by marking and placing items in stock; establishing inventory reorder points; and reporting items to be reordered;
- Prepares inventory reports by collecting and analyzing information on stock usage;
- Maintains inventory operations by following policies and procedures and reporting needed changes;
- Perform other related duties as directed by supervisor.

Physical Activities Include:

Must be able to hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to finger, handle, or operate objects tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires standing, sitting, walking, bending, and stooping, climbing on stools and ladders, and routinely lifting and carrying items and boxes up to forty (40) pounds.

Knowledge, Skills, and Abilities

- Knowledge of State of Alaska Gaming Regulations
- Ability to greet people in a friendly, courteous and helpful, but assertive manner.
- Ability to communicate professionally over the telephone and in person in a positive and clear manner.
- Ability to manage simultaneously multiple tasks, including telephone, multiple in-person visits.
- Ability to be flexible in order to perform at the highest level as a team player.
- Ability to utilize maximum degree of professionalism and diplomacy with those who may be experiencing a high degree of stress both mentally and/or physically (for both customers and co-workers.)
- Ability to work independently with minimal supervision and able to prioritize assignments.
- Ability to take verbal instruction and complete assigned project by established deadline.
- Ability to maintain confidentiality of all operations, client interaction, and co-worker communication.

Education and Experience

Current College student status preferred. Prefer six month experience in pull-tab/gaming operations.

Any combination of related education and/or related experience will be considered if the candidate posses the demonstrated ability.

Working Conditions

Work is performed in a confined area with limited storage, filing and workspace. Variable exposure to alcohol and/or tobacco products by customer consumption; people asking questions frequently interrupt incumbent.

Must be 21 or older

Provide a copy of driving record and criminal background history

Tanadgusix Corporation Shareholder preference per ANCSA

Applications to: **TDX Foundation**
Attn: Human Resources
618 E. 82nd Avenue, Ste 200, Anchorage, Alaska 99518
Fax: (907) 278-2312 or Email: bob.odenheim@tanadgusix.com

Closing date: Open until filled



Application for Employment

It is the policy of Tanadgusix Corporation to provide equal opportunity for all qualified persons and not to unlawfully discriminate against any employee or qualified applicant for employment because of: race, color, ancestry, national origin, religion, sex, marital status, sexual orientation, disability mental condition, age or veteran status.

C O M P A N Y	This application is being submitted for which company:	
	<input type="checkbox"/> Tanadgusix Corporation	<input type="checkbox"/> Bering Sea Eccotech
	<input type="checkbox"/> TDX Power	<input type="checkbox"/> Bering Sea Environmental
	<input type="checkbox"/> TDX Sand Point Generating, Inc.	<input type="checkbox"/> St. Paul Delta Fuel, Inc.
	<input type="checkbox"/> TDX Sand Point Services, Inc.	<input type="checkbox"/> Pribilof Development Co., Ltd.
	<input type="checkbox"/> TDX North Slope Generating, Inc.	<input type="checkbox"/> Pribilof Bering Seafoods, Ltd
	<input type="checkbox"/> TDX Power Services, LLC	<input type="checkbox"/> PBS Vessel Management
	<input type="checkbox"/> TDX Cape Flattery, LLC	<input type="checkbox"/> Coast International Inn, Inc
	<input type="checkbox"/> TDXNET, LLC	<input type="checkbox"/> TDX Foundation

P E R S O N A L D A T A	Name: First MI Last			Date of Application
	Address: City State Zip			Phone Number
	Do you have the legal right to work in the US? Yes () No ()	Are you under 18 years of age? Yes () No ()	Social Security No.	Cell Number
	E-mail Address			
	Have you been convicted of a felony within the last 7 years? Yes () No () If yes, please explain. (A conviction does not disqualify you from employment consideration)			
	Are you able to perform the essential functions of the job for which you are applying, either with or without accommodation? () Yes () No If no, describe the functions that cannot be performed:			

P O S I T I O N	Position Desired:	Date available for work:	Salary Required:
	Applying for: () Full Time () Part Time () Seasonal		
	If offered employment, are you willing to submit and pass a controlled substance test? Yes () No ()		
	Do you have any friends, relatives or acquaintances working for any of the TDX companies? If Yes, state their name and relationship: _____		
	If the position you are applying for requires a U.S. Government Security Clearance, would you be eligible? Yes () No () Have you ever been denied Security Clearance? Yes () No ()		

Specialized Skills

List all training and skills which you believe may be applicable to the position in which you are applying:

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Membership in Professional / Community Organizations

Organization Name:	Phone:

Professional References

Please provide at least three (3) professional references who are not related to you.

Name:	Phone:	Address:	Occupation:

Applicant's Statement

I certify that all information given on this application and any accompanying documents is true and complete, and I understand that any falsification or material omission of this information is grounds for refusal to hire or, if hired, termination. I authorize investigation of all statements and information provided in this application including authorizing the company to contact all former and current employer references listed, all educational institutions and any other person/organizations, which may have information relevant to my qualifications for employment. All such parties are authorized to release all information they might have with regard to any of the subjects covered by this application, and I release Tanadgusix Corporation and all references from liability or damages which might result or be claimed because of the information provided. I understand that if employed, I will be required to comply with all Tanadgusix Corporation's policies and procedures. I understand that these policies and procedures may be changed, interpreted, withdrawn, or added to at Tanadgusix Corporation's discretion and without notice. I hereby understand and acknowledge that any employment relationship with the company is an "at-will" relationship, and that the "at-will" status of employment is for no definite period of time. I acknowledge that, I or Tanadgusix Corporation will have the right to terminate the employment relationship with or without cause, and with or without notice at any time.

Signature of Applicant _____

Date: _____