



Vacancy Announcement

Title: General Manager in Training (Karuk Members Only)

Reports To: General Manager/Asst. General Manager

Location: Yreka, CA

Salary: Depending on Experience

Classification: Regular, Full-Time, Exempt, Entry Level

Summary: The General Manager in Training is a position available only to Karuk Tribal members. The person who is hired for this position would work directly for the present General Manager and AGM to learn all aspect of the General Manager Job. The goal is that over a period of time while working with and learning from the present General Manager and AGM this position could move into a senior management leadership role.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.rainrockcasino.com, just click on the tab for Employment link. The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.rainrockcasino.com or by contacting the Human Resource Department, Telephone (530)331-8258, Address: 777 Casino Way, Yreka, CA 96097
Email: dbernal@rainrockcasino.com



POSITION DESCRIPTION

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Location:	Yreka, CA
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Classification:	Regular, Full-time, Exempt, Non-Entry Level

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Responsibilities:

1. Working with the GM and AGM, learn and then help develop the annual budget for the property and submitting to the Tribal Gaming Authority or their designated entity for approval. Responsible for achieving all goals set within the approved budget and assuring that financial objectives are met including EBIDA, WPU, Profit Margins, Labor and Food Cost
2. Working with the GM and AGM, learn to and then shall submit a prioritized capital outlay budget with justification for approval by the Tribal Gaming Authority or designated entity.
3. With the GM and AGM shall meet regularly with the Tribal Gaming Authority or their designated entity to review financials that include statistical data, departmental budgets and gaming trends. Through evaluation of this data he/she will make proactive suggestions to the Tribal Gaming Authority or their designated entity on altering business operations for improved performance as necessary.
4. Learning from the GM and AGM to assist in the oversee the daily operations of the entire operation which includes approximately 300 Team Members, bar, restaurant, 8 tables and 349 slots and other amenities as assigned.

5. Shall monitor gaming rules, laws and trends nationally to ensure policies/procedures and internal controls are current and are followed. Meets regularly with the Gaming Commission.
6. With the leadership team, shall establish and carry out necessary controls and communications to meet high standards pertaining to Team Member morale, attitude, appearance, friendliness and courtesy.
7. Shall be part of the team that will conduct quarterly meetings with Tribal Council or their designated entity or as frequently as deemed by the Owner.
8. Shall represent Rain Rock Casino externally to the business community and political leaders while establishing and maintaining favorable relationships with guests, civic, government, industry and similar organizations or individuals to promote and foster goodwill.
9. Through the direction of the GM and AGM shall develop and direct the improvement of the departmental operations through the continuous assessment and adjustment of strategies, plans, procedures and the work process.
10. Working with the GM and AGM shall establish business objectives for the property and communicating these objectives to the operation team. Shall help subordinates formulate plans to meet objectives and create accountability and responsibility for meeting their objectives.
11. Shall report to the GM, AGM and the Karuk Gaming Authority or designated entity regarding the fulfillment of goals of Tribal development including the plans for training and promoting qualified Tribal Members and/or Team Members up to and including all Executive positions.
12. Shall participate and have knowledge of National Indian Gaming Commission (NIGC), National Indian Gaming Association (NIGA) and California Nations Indian Gaming Association (CNIGA).
13. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
14. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Must demonstrate the ability to be a strategic thinker and a long range planner. Establish vision and goals of the team with the ability to implement and execute.
3. Prior experience in the Pre/Post opening phases of Hotel and or Casino operation preformed.
4. Accurate and detail oriented, highly organized and ability to adapt quickly to changing priorities.
5. Must have prior experience in a results driven business operation.
6. Strong computer skills, project management skills, excellent problem solving skills, leadership skills, advanced strategic planning skills, strong conflict resolutions and negotiations skills.

7. Experience in expansion/construction required in commercial hospitality industry.
8. Strong understanding and knowledge of business accounting, finance and knowledge of casino games, including rules and procedures, game protection, game mix, and theoretical expectations
9. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
10. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
11. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Bachelor's Degree in business or related field AND five (5) years' experience in a Senior Executive Management position leading 100 or more team members.
2. Valid state-issued operation driver's license.
3. Willing and able to travel and participate in training as recommended or required.
4. Willing and able to work in a smoke/secondary smoke environment.
5. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.
6. Must meet requirements to qualify for a Karuk Gaming Key Licensing and pass an extensive background security check.

Tribal Preference Policy: This position is only available to Karuk Tribal members. .

Additional Information:

All applicants must be able to demonstrate their US work authorization during the employment verification process.

Benefits Include:

Comprehensive Benefits Package
Medical
Dental/Vision
Retirement Fund
PTO, Holidays, Vacation

Relocation Package can be provided.

Council Approved:

Chairman's Signature: _____

Employee's Signature: _____