



Saskatchewan Indian Gaming Authority

Northern Lights Casino

Prince Albert



Job Title	# of Positions	Competition Information	Salary	Close Date
Valet Attendant	1 Casual	09-NLC-GS-15	\$13.06—\$16.32 Per hour	OPEN

Sharing Success.....through the provision of superior gaming operations services. With gross revenues in excess of 240 million dollars annually. SIGA is Saskatchewan's largest and most successful employer of First Nations people. SIGA is currently looking for creative, motivated, passionate and energetic individuals to join the team.

Statement of Competencies

Education: Successful completion of a Grade Twelve or GED diploma or a combination of relevant education, training and/or experience.

Experience: Previous experience in guest or transportation services would be preferred. Experience in Hotel or Casino valet services is an asset.

Knowledge: Knowledge of SIGA's mission, vision, guiding principles and business values. Knowledge of First Nations culture, values, beliefs, traditions and protocols. Knowledge of hospitality/customer service industry. Knowledge of vehicle maintenance requirements and transportation standards, safety and procedures.

Skills and Abilities: Participates effectively as a team member to help define and work towards team goals. Consistently reliable in performance and behaviour. Excellent oral and written communication skills. Always provides professional and courteous service even in difficult situations. Excellent problem solving skills.

Personal Suitability: Positive attitude Innovative Reliable
Adaptable Stress tolerance

Conditions of Employment: Must consent to a background check in order to qualify as a gaming employee. Must obtain and maintain a gaming employee Certificate of Registration from the Saskatchewan Liquor and Gaming Authority (SLGA). Must be 19 years of age or older. Possess a valid Saskatchewan class 5 driver's license.

Other Information: Willing to work shift work including evening and weekends. Ability to work in an environment that is exposed to tobacco smoke and high noise level. Ability to drive both a standard and automatic vehicle.

Main Duties: Reporting to the Guest Services Manager, and under the supervision of the Guest Services Supervisor, the Valet Attendant is responsible for: Ensuring each guest is greeted and made to feel welcome; Operating and parking vehicles safely and cautiously at all times; Maintaining the cleanliness of casino entrance; Adhering to valet procedures to ensure efficient retrieval of guests vehicle; Receiving vehicles from guest and filling out parking ticket, parking vehicle in correct area and ensuring ticket and keys are filed/processed accordingly at valet workstation; Maintaining professional appearance and treating guests courteously at all times; Maintaining upbeat, positive, friendly and helpful demeanor in all guest interactions; Assisting with coat check duties as required; Maintaining complete supply of valet tickets, supplies, etc.; Remaining knowledgeable of casino hours of operation, guest services provided, casino amenities, and special events and promotions; Checking for satisfaction and utilizing service recovery techniques to resolve problems when they arise; Preparing incident reports on lockouts, missing keys/property, damage reports, alcohol-impaired drivers, stolen vehicles, scheduling and guest interactions as required; Providing warm farewell and thanking guest for visiting; All other duties as assigned by the Guest Service Supervisor and/or Manager.

SIGA offers a competitive compensation and benefits plan. Preference will be given to qualified First Nations persons (Human Rights Exemption # E95-29). Consideration will be given to those submitting an updated resume and cover letter quoting competition: **09-NLC-GS-15 Valet Attendant**

Mail resume to:
Northern Lights Casino
Human Resources Department
44 Marquis Road West
Prince Albert, SK S6V 7Y5

Fax to:
(306) 764-4321

Email to:
NLC_HR@siga.sk.ca



We thank all applicants and wish to advise that only those individuals that have been selected for an interview will be contacted.

