Saskatchewan Indian Gaming Authority

Dakota Dunes Casino

Saskatoon

Job Title	# of Positions	Competition Information	Salary	Close Date
Shuttle Bus Driver	**1 Full Time**	**10-DDC-GS-02**	**$16.97 - $21.21 Per hour**	**March 18, 2010**

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 grade twelve or equivalent training and experience in Transportation, Hospitality or Guest Services may be considered.

Experience:
Three years of previous bus/van/shuttle driving experience.
Experience in providing customer service.

Knowledge:
Knowledge of SIGA's mission, vision, guiding principles and business values.
Knowledge of First Nations culture, values, beliefs, traditions and protocols.
Knowledge of geographic layout of Saskatoon and surrounding areas.
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.
Demonstrates reliability by taking personal responsibility and accountability for work.
Ability to organize, present and communicate information clearly in a timely manner.
Take personal responsibility for providing excellent customer service.
Demonstrated excellent problem solving skills.
Willing to obtain additional training or education to assist in the success of the department.

Personal Suitability:

Positive attitude	Reliable	Discreet
Adaptable	Stress tolerance	Honesty

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 year of age or older.

Other Information:
Willing to work shift work including evenings and weekends.
Ability to work in an environment that is exposed to tobacco smoke and high noise levels.
Must have a valid Saskatchewan Class 2A Drivers license (Must be able to provide current driver's abstract with no more then three major offences within the past three years).

Main Duties: Reporting to the Guest Services Coordinator, and under the supervision of the Guest Services Supervisor, the Shuttle Bus Driver is responsible for ensuring each guest is greeted and made to feel welcome; Ensures passenger safety when boarding and leaving the busses; Operates vehicles safely and cautiously at all times within SIGA's established transportation policies, procedures and routes; Meets expected service delivery times as defined by department service standards; Responsible for the general cleanliness of assigned vehicle; Responsible for reporting mechanical problems to supervisors; Responsible for reporting all delays and other issues according to SIGA's established procedures; Maintains professional appearance and treats guests courteously at all times; Fills out vehicle logs as required; Maintains upbeat, positive, friendly and helpful demeanor from one guest interaction to the next; Maintains general knowledge of casino hours of operation, transportation and guest services provided, casino amenities and special events and promotions; May provide tour commentary on casino, local attractions, etc.; Provides warm farewell and thanks guests for visiting; Promotes SIGA and always projects SIGA in a positive light to guests. Other duties as assigned by the Guest Services Coordinator.

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:

10-DDC-GS-02 Shuttle Bus Driver

Mail resume to:
Dakota Dunes Casino
Human Resources Department
204 Dakota Dunes Way
Whitecap, SK S7K 2L2

2009 Saskatchewan's Top 15 Employers
As featured in the The StarPhoenix LEADER-POST

Fax to:
(306) 667-6418

Email to:
DDC_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.