

Murchison Foundation Inc. is charitable foundation whose primary mandate is to raise funds to support the programs and services offered by Canadian Mental Health Association – P.E.I. Division. This position offers an opportunity to enhance our business and fundraising to support mental health programs and services for Islanders.

The Murchison Foundation Inc. requires the services of a qualified individual to work as Bingo Worker/Caller. The Bingo Worker/Caller performs a variety of duties related Bingo. This includes providing an excellent customer service, and maintaining a welcoming atmosphere to its customers. The Bingo Worker/Caller strictly follows policies, regulations, and compliance requirements. This position reports to the Bingo Manager.

This is **two (2) Casual/ Part-Time Employment position**. Hours of work will be between 12-20 hours per week and majority of the work is on evenings including weekends and holidays. This positions will be located at our Charlottetown office.

#### **Job Summary:**

1. Conducts Bingo games and activities according to laws, regulations, and company policies.
2. Assists players in learning the fundamentals of Bingo.
3. Sells mini games, bingo paper, bonanza cards, vouchers packages, canteen items etc.
4. Operates equipment that randomly selects the numbers for Bingo.
5. Calls out the numbers for a Bingo game in a professional manner and verifies Bingo winners.
6. Ensures that players follows proper conduct in the Bingo Area.
7. Maintains accurate cash bank and paperwork such as cash sheet.
8. Assists with all logistics related to Bingo and facilities operations including but not limited to:
  - Set-up of equipment, banners, stage etc.
  - Set-up for sales
  - Checks float for sufficient coin for making a change
  - Re-stocking shelves, chips, fridge, etc.
  - Cleans and sterilizes surfaces (e.g. countertops, stove top, condiment table, tables, chairs etc.) and Bingo area before and after the Bingo activity
9. Maintains confidentiality of all records or information of the workplace
10. Performs other duties as assigned by Bingo Manager

#### **REQUIREMENTS**

##### **Education**

- High School graduate

**\*Note:** Consideration will be given to individuals who do not have high school graduation certificate provided they can demonstrate an equivalent work experience

##### **Experience:**

- A minimum of 1 year work experience in a retail/service industry
- Customer service or sales experience preferred
- Experience in cash/inventory

- Experience with audio/visual equipment
- Experience with POS systems

### **Key Skills and Abilities**

- A customer-service orientation and positive attitude
- Be self-motivated and able to work with minimum supervision
- Ability to communicate clearly with customers and other staff members
- Ability to read and write at a level appropriate to complete required paperwork
- Strong basic Math skills
- Ability to multitask in high pressure environment
- Ability to work in a fast paced environment
- Knowledge of policies, regulations, protocols related to Bingo Gaming
- Basic understanding of Windows and Office 365 Application, particularly Excel
- Strong organizational skills

### **Other requirements:**

- Vehicle and valid driver's license is an asset
- A satisfactory and current criminal records check
- CPR/First Aid

### **Other Assets:**

Ability to meet the physical challenges of the job

**Closing Date for Application: Monday, May 30, 2022 at 9 p.m. AST**

**Start Date:** As soon as possible

Interested candidates should apply with their resume and covering letter by either mail or email to:

### **HR Coordinator**

CMHA PEI Division

178 Fitzroy Street, P.O. Box 785,

Charlottetown, PE, C1A 7L9

Email: [hr@cmha.pe.ca](mailto:hr@cmha.pe.ca)

**(please indicate on subject line: 023 –MF Bingo Worker/Caller )**

We celebrate diversity and are committed to creating an inclusive environment for all employees.

**We thank all applicants who apply, however only those selected for an interview will be contacted.**

This opportunity is only available for candidates legally entitled to work in Canada.