

Bingo Positions

*All Bingo Workers Must Wear CLOSED TOE SHOES and SHIRTS with sleeves (ideally an REU shirt)
PLEASE arrive on time and be prepared to WORK THE ENTIRE SHIFT!!*

Floor sales people (9:45 PM – 1:30 AM)

- Responsible for selling flash (pull tab games) to entire hall-- at players' tables.
- Accurately count out money as change to customers.
- Communicate effectively with Games Coordinator and Games Payout Person throughout night.
- Interface directly with patrons of the hall.
- Make sure not to accept any winning tickets over \$25, player must go to Payouts person for payment.
- Make sure not to accept any bills larger than \$20, bills higher than \$20 will need to be verified by Payouts person for counterfeit purposes.
- Follow rules that apply to handicap-accessible tables.

Tabulations (9:45 PM – 1:45 AM)

- Work alongside a hall manager or verifier to sell Fun tabs until gone.
- Be able to accurately count and verify (into bundles of \$50) all flash cards that floor sales people turn in throughout the night into their individual buckets.
- Keep accurate paperwork of all flash cards turned in by each floor salesperson.
- May also be asked to assist with selling flash cards in order to help floor sales finish up a game to place onto the bingo board.
- Help to close and clean up at the end of the night.

Cashier (Trained first time by Treasurer) 8 PM-1:45 AM or closing

- Checklist and training provided on first night you work.
- Run Cash Register and sell games for night session.
- Be aware of any special promotions for the night.
- Responsible for handling/bundling all monies in the Treasurer's boxes.
- Handles, counts and verifies funds from bingo hall and Games Payouts person.
- Prepares late night packets or quickie bundles when it is slow.
- Fund bingo games; divide winnings if necessary and give to pay-out volunteers for distribution when asked.
- At halftime, distributes birthday gifts after checking ID's.
- Accept donations to the scholarship fund.
- Assist Treasurer with end of night closing, cleaning, and restocking.
- Assist Treasurer with packing the deposit bag at end of night.

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Treasurer (Trained) 7:30 PM until Close

- **Trained position you will receive at least 3 nights training before working alone**
- Detailed job to-do list provided at training.
- Manage all cashiers, fun tabs, and games sales
- Responsible for the bonus ball.
- Responsible for all bingo funds.
- Accurate record of all monies paid in and out of all cash boxes.
- Log monies in denominations for deposit bag.
- Works closely with Hall Management in order to run sessions smoothly
- Put things away at end of night and restock frig.
- Handles donations to the scholarship fund.
- Must be reliable, accurate, accountable, and have good communication skills.

Most importantly, if everyone who comes into the Hall, works as a collective team, it will ensure a smooth night, and make it easier for everyone involved. There is a huge emphasis on teamwork for late night.....this makes a HUGE difference!