



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Bowling Lanes Coordinator</u>	OPENING DATE:	<u>April 11, 2018</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Recreation Center</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Dir. Recreation Ctr.</u>

SUMMARY:

Direct activities of workers engaged in providing services to patrons and in maintaining facilities and equipment. Maintain all mechanical equipment in accordance with routine maintenance logs. Performs routine inspections of equipment operations and reports all information to the Recreation Center Director. Inspects alleys to ensure equipment is operative and observes patrons to detect disruptive behavior and misuse of alley and equipment. Daily supervision of Bowling Lanes employees to manage workflow, employee scheduling, and policies and procedures adherence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for day to day operations of the Recreation Center's Bowling Lanes, including employee workflow and mechanical operations.
- Coach and counsel bowling department employees as well as train and monitor staff member performance to ensure policies and procedures are followed and that guests are receiving the best service possible.
- Maintain daily operations of pintables, lane machine and all other mechanical equipment that is required for operation of the bowling lanes to manufacturer specifications.
- Must be able to diagnose malfunctioning equipment.
- Maintain appropriate supply of replacement parts for bowling equipment.
- Assist with pin jams, ball return call, and other malfunctions while bowling is in progress.
- Clean ball hoods and returns.
- Responsible to ensure that the preventive maintenance program for all Bowling Lanes equipment is adhered to.
- Review weekly and monthly schedules to account for any special events, holidays or high/low traffic expectations for the bowling lanes.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Diploma or GED required.
- Minimum 2-3 years of experience in bowling operations preferred.
- Minimum 2-3 years of previous supervisory experience required.
- QubicaAMF certified Mechanic preferred OR required to obtain certification within 90 days of employment
- Flexibility to work nights, holidays and weekends as required.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseño Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:
PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV

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