



# PECHANGA INDIAN RESERVATION

*Temecula Band of Luiseño Mission Indians*

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

Tribal Chairman:  
Mark Macarro

Council Members:  
Raymond J. Basquez, Jr.  
Catalina R. Chacon  
Marc Luker  
Robert "R.J." Munoa  
Russell "Butch" Murphy  
Michael A. Vasquez

## JOB DESCRIPTION

**POSITION:** Bowling Lanes Coordinator  
**STATUS:** Non-Exempt  
**CLASSIFICATION:** Full-Time  
**DEPARTMENT:** Recreation Center  
**SUPERVISOR:** Recreation Center Director  
**RATE OF PAY:** DOE

Tribal Secretary:  
Louise Burke

Tribal Treasurer:  
Robyn Delfino

### SUMMARY:

Directs activities of worker engaged in providing services to patrons and in maintaining facilities and equipment. Maintains 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. Bowling Lanes Coordinator may also be a part of the hiring and training of new employees within the bowling department.

### 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 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.
- Assists with pin jams, ball return call, and other malfunctions while bowling is in progress.
- Cleans 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.
- Ability to prioritize workload and meet deadlines
- Ability to work through interruptions and perform multiple tasks while maintaining composure in stressful situations.

**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.

- Ability to communicate with guests and staff members in a respectful and tactful manner.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

#### 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.
- 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.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of bowling, bowling equipment and facilities.
- Must develop knowledge of USBC-BA, USBC-WBA and USBC- Youth bowling regulations.
- Mechanical understanding of equipment to ensure proper maintenance is performed and equipment is kept in proper operating condition.
- Skilled in Microsoft Office software including Outlook, Word and Excel. Knowledge of bowling software highly encouraged.
- Self-Motivated, results driven and highly organized.
- Must be able to lift 50 lbs.
- Must be able to work evenings, some holidays and weekends.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is frequently required to use hands to finger, handle, feel or operate objects and tools; and reach with hands and arms. The employee is frequently required to climb and balance; stoop, kneel, run, crouch or crawl.

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The employee must regularly lift and/or move up to 50 pounds and occasionally stand on step ladders.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee may be regularly exposed to fumes, and toxic or caustic chemicals. The noise level in the work environment is regularly loud and noisy and can increase during activities, events and when outdoors.

*Employee's acknowledgement:* I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of employee

\_\_\_\_\_  
Signature of Employee's Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of employee's manager

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