



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minnear

JOB DESCRIPTION

POSITION: Bowling Lanes Attendant II (Part-Time)
STATUS: Non-Exempt
CLASSIFICATION: Part-Time
DEPARTMENT: Pechanga Recreation Center
SUPERVISOR: Recreation Center Director
POSITION CATEGORY: A
RATE OF PAY: DOE

SUMMARY:

The Bowling Lanes Attendant will work with a team of service oriented professionals in the state of the art Pechanga Recreation Center that delivers a wide variety of activities to the Pechanga Community. The Bowling Lanes Attendant is a part-time associate position responsible for the day to day operation of Pechanga Recreation Center Bowling Lanes facility and ensures proper and safe use of all Pechanga Recreation Center equipment and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with overseeing of all bowling activities in the Pechanga Recreation Center facility; ensures all participants comply with all set safety standards and adhere to all facility Policies and Procedures.
- Assist with all bowling lanes scheduling and Pechanga Recreation Center programming coordination, including back up staffing.
- Perform all maintenance tasks with precision and little supervision.
- Assists with promotional activities, leagues and events, check out services, and reports all equipment deficiencies to Bowling Lanes Mechanic.
- Assist with Recreation Center coverage and special events as assigned.
- 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 Bowling Lanes Attendant 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 a GED preferred.
- Knowledge of bowling, bowling equipment and facilities preferred, must develop knowledge of USBC-BA, USBCWBA and USBC-YOUTH bowling regulations.
- Mechanical understanding of equipment preferred to ensure proper maintenance is performed and equipment is in good operating condition.
- Outgoing personality, service oriented.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of 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.

- Computer skills a must; able to communicate well both orally and in writing.
- Self-motivated, results driven and highly organized.
- Current CPR/AED certification required within 30 days of employment.
- Must be able to lift 50 lbs.
- Must be able to work split shift, some weekends and holidays as necessary.
- 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.

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 walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or athletic equipment; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, run, crouch or crawl.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an 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 and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, 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. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of 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.