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# Example of Slot Attendant Job Description

Our growing company is looking to fill the role of slot attendant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for slot attendant

* Slot key person ensures that all forms and documentsare processed accurately and according to gaming and company procedures
* Will provide a wide variety of Guest assistance which includes processing slot transactions, making change, paying jackpots, and providing information regarding special events, promotions, and resort services
* Slot key person will also accurately process and review all control documents relating to fill slips, credit slips, buy slips, jackpot slips, and W-2G forms
* Thisposition must clearly communicate information to supervisors regarding relevant issues and activities at appropriate times and use good judgment in determining time sensitivity of information to be communicated
* Verifies & pays jackpots
* Verifies that all applicable internal policies, federal and state laws, rules, regulations and property-wide controls are enforced within the department
* Greets and welcomes customers as they enter the Slots area
* Provide cash services including assistance with the retrieval of tickets, and verifying and assisting with jackpot payouts
* Promotes exemplary guest service by demonstrating full knowledge of gaming floor layout, machine types and locations, special events/activities, and casino promotions
* Supports floor surveillance over assigned area in order to detect any irregularities on the part of players or established procedures

## Qualifications for slot attendant

* Must be able to carry and communicate by two-way radio
* Ability, flexibility, and willingness to work varied shifts including overtime
* Position requires walking and standing for long periods of time
* Must have the ability to maintain a neat appearance
* Demonstrates business savvy
* Superior customer service, communication, and employee interaction skills