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# Example of Table Games Supervisor Job Description

Our growing company is looking to fill the role of table games supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for table games supervisor

* Ensures title 31 regulations are being adhered to and the proper paper work is completed
* Monitors chips and cash transactions between dealers and customers and ensure that proper payout amounts are paid to customers, in accordance with established procedures
* Prepare, control and process all PAN paperwork and attachments
* Email messaging (receiving/reading and responding/sending)
* Monitor and notify managers of employee attendance issues
* Assist with all PTO Authorization Requests, Leaves of Absence paperwork and IT User Authorization forms
* Handle miscellaneous duties including all filing, shredding, binding, copying, faxing, office cleaning, employee birthday cards, employee and purveyor seasonal cards
* Supervises dealers and oversees and directs them in the operation and conduct of games
* Evaluate assigned dealers on a daily basis
* Initiates and/or recommends disciplinary action for dealer infractions or policy violations occurring within the pit

## Qualifications for table games supervisor

* While performing the duties of this job, the team member is regularly required to stand or walk, and talk or hear
* While performing the duties of this job, the team member is regularly exposed to fumes or airborne particles
* Minimum of two (2) years of prior experience in the casino
* More than 2 years of experience in dealing multiple games at another major casino property or its equivalent required
* More than 2 years of supervisory experience preferred
* Knowledge and ability to deal assigned game and supervise multiple games when needed