



EMPLOYMENT OPPORTUNITY

BINGO HALL ATTENDANT/KITCHEN HELP

POSITION TITLE	Bingo Hall Attendant/Kitchen Help
DEPARTMENT	Business Operations
SALARY	\$ 18.25 per hour/16+ Hours Per Week/2 Positions Available
TERM	Permanent/Part-Time/Shift Work Required
LOCATION	Wasoqopa'q First Nation Entertainment Centre
ESTIMATED START DATE	July 2026

Wasoqopa'q First Nation owns and operates the AFN Entertainment Centre facility located in Yarmouth, NS. The facility provides VLT's for entertainment, bingo five nights per week, hall rentals with catering options, confectionary items, and a store front location for products and services.

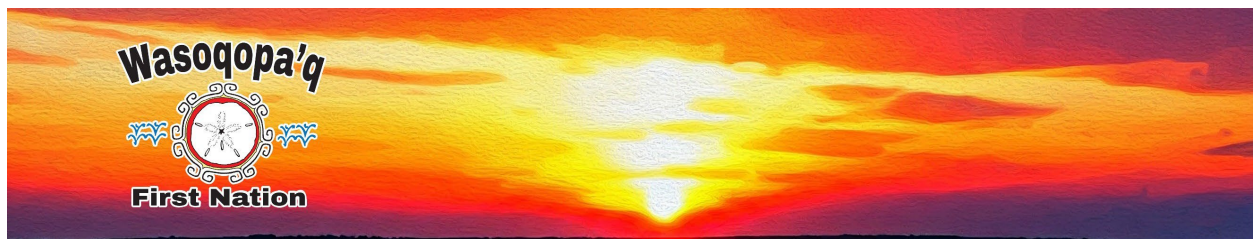
POSITION OVERVIEW AND OBJECTIVE

WFN is currently recruiting for two positions, as Bingo Hall Attendant/Kitchen Help responsible for providing an overall excellent customer experience, selling bingo products, verifying winning cards and assisting with kitchen preparation of menu items, in accordance with health and safety regulations, food safety standards and Wasoqopa'q First Nation (WFN) policies and procedures.

ESSENTIAL FUNCTIONS AND DUTIES

BINGO FLOOR ATTENDANT

- Greets customers in a courteous, friendly and professional manner within bingo operations, addressing customer inquiries (such as games and pricing) and complaints, involving the Bingo Supervisor as needed
- Adheres to AFNEC bingo operations established procedures and processes for all bingo games
- Ensure established procedures and processes are utilized at all times, to ensure maximum understanding and coordination are in place
- Conduct sales of the bingo cards in the pre-game, game and post game period of each session
- Monitor assigned bingo hall floor area assigned, assisting playing customers, addressing inquiries, verifying winning card numbers with the Bingo Caller and paying out winning customers
- Conducts the cleaning schedule assigned for bingo operations during the shift, including the proper removal and disposal of garbage from containers, conducts bathroom checks, cleaning and stocking products as needed, sweeps and mops floors, cleans parking area and entranceway of debris, snow or ice, adding salt and sand as necessary
- May be required to sell bingo cards and or support other bingo positions, as needed
- Cash in/Cash out customers while maintaining a balanced till and making every exchange carefully and accurately
- Maintain inventory of bingo supplies, reconciling sold products with current inventory levels
- Ensure compliance with all regulatory requirements of the Nova Scotia Gaming Control Act and Bingo Regulations
- Adhere to all Wasoqopa'q First Nation (WFN) Policies, Procedures and necessary bingo operations procedures, as required



KITCHEN HELP

- Assist cook with preparing inventory and menu items, as required
- Conduct cleaning schedule assigned for kitchen operations including the following:
 - Washing workstations, cupboards and appliances
 - Proper removal and disposal of garbage from containers in kitchen, bingo trash on tables and playing cards
 - Cleaning and stocking products as needed
 - Sweeping and mopping floors
 - Replenishing condiments and other supplies at serving areas
 - Clearing and cleaning tables, trays and chairs
- Ensure compliance with all regulatory requirements of the Nova Scotia Gaming Control Act and Bingo Regulations
- Adhere to all Wasoqopa'q First Nation (WFN) Policies, Procedures and necessary bingo operations procedures, as required
- Working in a team environment, other duties, training and activities as required

QUALIFICATIONS

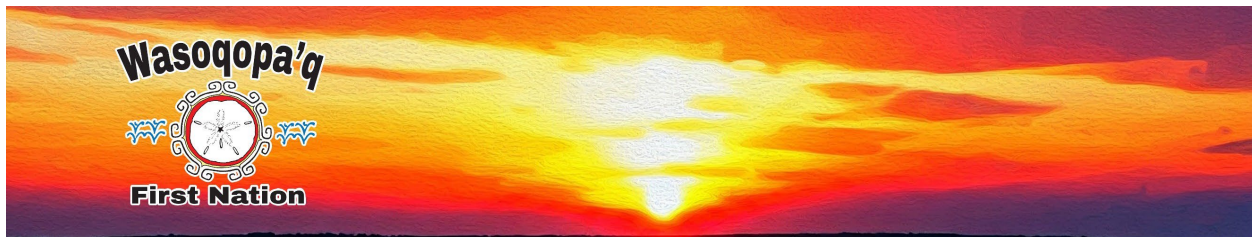
- High school diploma (GED or equivalent will also be accepted)
- Previous experience in hosting, customer service or entertainment considered an asset
- Must be 19 years or older
- Basic math skills for prize distribution
- Knowledge and experience with electronic equipment is an asset (e.g., cash register, scanners, money counters, etc.)
- First Aid & CPR, WHMIS, and Food Handler's Certification is an asset
- A criminal record check and child abuse registry check required upon hiring

REQUIRED ABILITIES, SKILLS AND COMPETENCIES

- Attention to detail and ability to manage multiple tasks
- Demonstrated effective time management and organizational skills
- Excellent public relations skills, comfortable speaking in front of groups of various sizes
- Ability to operate electronic equipment, e.g., cash register, scanners, money counters, etc.
- Strong interpersonal, and verbal communication skills with clear articulation
- Demonstrated high level of efficiency and accuracy in money counting
- A commitment to fostering, cultivating and preserving a culture of diversity, equity and inclusion

WORKING CONDITIONS

- Bingo operations hours of work are Wednesday, Thursday, Friday, Saturday and Sunday doors open, and sales begin at 5:00pm with games starting at 6:00pm and 7:00pm, Saturday afternoon doors open, and sales begin at noon with games starting at 1:00pm and 2:00pm (Shifts will be provided within this timeline)
- There may be a requirement for working any shift including mornings, evenings, weekends, and certain holidays
- A valid driver's license and or access to reliable transportation
- There are instances of lifting heavy boxes due to inventory control for example the quota tobacco (lifting heavy boxes at least up to 50 lb)



- Sitting and or standing for an extended period, may occur
- A great deal of time is spent working indoors in well maintained, heated/ventilated environment with modern and up-to-date equipment
- Long period of work on a computer can occur

APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to wfnent@wasoqopaq.ca **Please quote BINGOATTENDANT# on your cover letter and indicate your salary expectations for this position.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, if all qualifications are equal, preference will be given to persons of Aboriginal ancestry and if a Wasoqopa'q First Nation Band member.

DEADLINE TO APPLY

Deadline to Apply: Open Until Positions Are Filled

Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.

We are a community. We make a difference.