



13767W County Road B  
Hayward, WI 54843

## Job Posting

Job Title: Manager on Duty  
Department: Administration  
Reports to: Lead Manager on Duty  
Starting Rate: \$59,063 - \$73,829  
Position Type: Key  
Opening Date: 10/1/26  
Closing Date: Until filled

---

**Basic purpose or function:** This position provides overall shift management of the complex.

---

### **Job Duties:**

- Responsible for enforcing all Policies and Procedures pertaining to SEVENWINDS Casino Lodge and Conference Center and Grindstone Creek Casino.
- Making sure all Minimum Internal Control Standards are met involving Manager's on Duty. (Jackpots \$1200.00 and over, table fills, CTR, Cage payouts of \$2500.00 or more etc.)
- Responsible for operations of all areas within the SEVENWINDS Casino Lodge and Conference Center and Grindstone Creek Casino complexes-
- Coordinates efficient operation with other Department Managers.
- Inform Executive Team of all Casino needs, current win/loss figures and all pertinent information.
- Responsible for the enforcement of all regulations in handling all disputes.
- Knowing how to perform the tasks of your Team Members.
- Learn about your Team Members. Identify and understand the differences among your Team Members as people. Recognize changes or improvements in your Team Members. Evaluate Team Members based on their own style and skills, not by comparison.
- To project a positive image. Demonstrate professionalism at all times. Insist on game security and maintain excellent associate and customer relations.
- Maintains strict confidentiality in all matters.
- Performs other duties as assigned.

### **Job Qualifications:**

- Prior Management experience with a minimum of seven (7) years gaming experience
- Must have excellent communication, organizational, and supervisory skills.
- Strong customer service experience with direct guest interface.
- Must be organized, detail oriented analytically and accurately.
- Must have strong problem-solving skills with budgeting and logistics issues.
- Ability to assume and express a leadership role with excellent diplomacy skills.
- Ability to effectively handle multiple high stress tasks simultaneously.
- Requires self-motivation and strong sense of responsibility.
- Must have excellent written and oral communications skills.
- Must have good motivation skills with a friendly positive attitude.
- Must have knowledge of current gaming industry laws and regulations.
- Must have Title 31 training.
- Must obtain a gaming license.

**Native American preference applies to all candidates for this position.**

Apply online at:

[www.sevenwindscasino.com](http://www.sevenwindscasino.com)

Our Team

If you are unable to apply online, submit information to:

Sevenwinds Casino, Lodge & Conference Center  
Human Resource Department

13767W County Road B  
Hayward, WI 54843

Tina Coss, Human Resources Director  
715-634-5643 Ext. 6107

or

Tamara Christman, Training Specialist  
715-634-5643 Ext. 6121