

Assistant Satellite Facility Supervisor
Essential Task Ratings Results

Task #	Task Statement
01	Hiring and interviewing of seasonal, temporary and full-time employees to insure they meet all qualifications, availability requirements and have a proper customer service attitude for Janitors, Security Guards, Program Admission Clerk and program/admission sales positions.
02	Develop methods, participate and oversee in the training of new and current employees on pari-mutual wagering and laws of the California Horsing Racing Board (CHRB) and their specific job requirements. Employees will be expected to know the CHRB rules pertaining to a specific job.
03	Enforce the California Horse Racing Board (CHRB) rules and regulations and reports CHRB violations to the CHRB board. Employees should be up-to-date on any new rules and regulations.
04	Projects race pictures and pertinent wagering information (win, place, show and exotic pools) on selected monitors most beneficial to wagering guests, as well as monitoring, projecting and controlling the appropriate audio levels.
05	Oversee performance of licensed pari-mutuel staff and keep an open working relationship with their immediate supervisor.
06	Prepare official daily minutes of the satellite operation.
07	Interpret and apply provisions of labor agreements.
08	Develop methods and make appearances to promote the satellite horse wagering operation.
09	Develop work schedules and plan for part-time employees during peak times of the satellite racing seasons.
10	Promote and direct preparations for use of the satellite facilities by interim users.

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11	Responsible for financial record keeping and reporting.
12	Maintains all downlink equipment, including the ordering, repairing and the returning of defective equipment.
13	Conduct periodic tours of the full enclosure to observe and correct any operational problems.
14	Investigate and resolve employees' discipline and other problems.
15	Ensure compliance of laws, rules and regulations pertaining to satellite wagering.
16	Ensure facilities are maintained in accordance with health and safety codes.
17	Incumbents supervise shifts of satellite wagering operations when the Satellite Facility Supervisor is absent.
18	Responsible for the monitoring of the audio/visual equipment, including the restoration of lost signals.
19	Reports unusual incidents to Satellite Manager. If Satellite Manager is not on site, makes sure that accurate notes are taken from the incident.
20	Prepares the monthly racing calendar.
21	Responsible for the inventory and ordering of all supplies to conduct the admissions operations.
22	Conduct tracking and reconciliation of the daily sales of programs, forms and ordering of the appropriate amount of programs. Assist with daily deposits.
23	Address matters involving misconduct of licenses to host track stewards and other exclusion or rejection of persons who are prohibited from participating and being present at the satellite wagering facility.

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24	Provides house management coverage during racing hours as delegated by the satellite supervisor, including the direct contact with wagering guest to hear and resolve complaints and disputes on the spot to the maximum extent possible.
25	Provide patrons with a newsletter that lets them know of any upcoming events and what will be the specials for the coming months.
26	Collect and verify cash drawers from programs, racing forms as well as other customer service and admission sales.
27	Prepare sales sheet and verify vendor cash for weekly racing forms reconciliation.
28	Prepare and verify daily cash deposits.