

**Satellite Facility Supervisor**  
**Essential Task Ratings Results**

Task #	Task Statement
1	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.
2	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.
3	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.
4	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.
5	Oversee performance of licensed pari-mutuel staff and keep an open working relationship with their immediate supervisor.
9	Develop work schedules and plan for part-time employees during satellite racing seasons.
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.