



Vanguard Music and Performing Arts' Bingo is our organization's flagship fundraiser, proving a significant portion of our operating revenues and financial support for our performing ensembles. In order to keep Bingo sessions running smoothly and operating successfully, we need the help of dedicated individuals to run it.

Job Role: Bingo Inventory Controller / Flash Manager

Job Type: Part-Time

Job Status: Non-Exempt/Hourly

Who We Are Looking For

We are looking for an enthusiastic Inventory Controller to join our team! The Inventory Controller is responsible for and maintains all supplies and Bingo inventory including bingo paper, Flash and Strips. Under the general supervision of the On-site manager, this role will assist in ordering, managing, distribution and collection of all bingo materials used.

What You'll Be Doing

- Direct supervision of the Strip/Flash and Flash window clerks during bingo sessions
- In-direct supervision of the Flash/Strip clerks and assist Inventory Controller
- Select strip and flash games offered for sale during session
- Counts, issues and verifies flash and strip inventory with individual floor clerks
- Maintain accurate distribution and returns of inventory counts
- Monitor sales and assist in determining appropriate number of games offered in each session.
- Compiles, issue and verify starting product inventory for all clerks.
- Maintain proper rotation of product inventory
- Maintain inventory levels by appropriately accurately entering new inventory into system, identifying products to order and stocking products
- Promote positive guest relations by interacting with all guests in a professional and courteous manner
- Ensure that players follow proper conduct in the bingo area
- May assist players in learning the fundamentals of bingo.
- Maintain a working knowledge of all options available and communicate those options to guests as needed
- Responsible for conducting Bingo games in a professional, courteous and timely manner
- Reviews and reports session over/shortages
- Run balancing reports
- Balance and prepare end of session bank cash deposits, and verify amounts
- Serve as main point of contact for guest's relations

What Would You Will Need

- High School diploma; or equivalent
- 5 years of general work experience; 6 months bingo or pull-tab experience is a plus
- Must have experience in inventory control
- Good communication and people skills
- Highly customer Service oriented
- Must have thorough knowledge and principals and procedures of the games under supervision
- Great problem-solving skills
- Highly organized
- Must have the ability to perform above average math skills
- Must pass background check
- Must be willing to work during weekends with varied shifts including holidays
- Computer skills with Microsoft Office (Word and Excel)
- Must have effective organizational and communication skills with ability to prepare reports.

Vanguard Music and Performing Arts is an Equal Opportunity Employer. VMAPA does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, nation origin, veteran status or any other basis covered by federal, state or local law. All employment is decided on the basis of qualifications, merit and business need.