

## Floor Worker Responsibilities

Arrive by 5:45.

Make sure you sign in on the sign-in sheet. You must sign in to get credit for working.

At 6:00 you may start selling Bingo cards. Money cannot be mixed between the “Early Birds” (7:00) and “Late Birds (8:00) cards. Also, money from the Bingo supplies and raffle must be kept separate from everything else. If you need change, have a supervisor make change for you.

Do not give away any sheets! All sheets must be accounted for. If you are not sure how to handle a situation, ask the supervisor.

After the 3<sup>rd</sup> game of each session, one of the floor workers should start counting the multi-packs of Bingo cards and record the totals on the worksheet located under the cash drawer. Record the counts for the individual game sheets after that game has started.

After the 7<sup>th</sup> game of the late session, a worker should roam the floor selling the individual sheets for the final game, while another worker should roam the floor selling raffle tickets.

While Bingo is being played, workers should roam the floor. Take along a couple of pens, some Bingo slips, and a game schedule so that you are ready when someone calls “Bingo”.

Do not congregate in one area, roam the whole floor. One worker should roam close to the Bingo card table. Please keep conversations to a minimum when a game is in session. It is very distracting to the players. It is your responsibility to listen for players who call “Bingo” and alert the caller if he/she does not hear it **before** he/she completes the call of the next number.

All 3 floor workers must be in the gym while games are being played, with 1 at the tables where cards and supplies are being sold and 2 roaming the floor.

By law, Bingo workers cannot assist players in finding a specific number. Also, you cannot watch or play Bingo cards for a player.

When someone calls “Bingo”, make sure the caller is aware of it. There are NO OVERLOOKED BINGOS. That means that the last number called must be part of the valid Bingo on the players’ card.

When calling back a Bingo, verify that it is on the correct colored sheet. Then, verify that it is a valid Bingo for the game being played. Do not remove the sheet from the table. Starting with the last number called, start calling back the numbers loud and clear. Call back all of the numbers under one letter before moving on to the next letter. While you are calling back the Bingo, you can hand the player a Bingo slip and pen for them to fill out. Take the slip to the Supervisor (bookkeeper) and wait for them to write the check. Once the check is done, return it to the player. Players then have to option of signing the check or keeping it. If they sign the check, take it back to the bookkeeper and he/she will give you cash for the amount on the check, which is then returned to the player.

You can only win once per game on an individual Bingo card, but you can win on multiple cards on a single sheet. For example, if you have a sheet of six cards, you could win six times in one game, once on each one of the cards. Of course, they would all have to be won on the last number called. When calling back a Bingo there should be another player nearby, close enough to be able to read the numbers on the winner’s sheet.

After a valid Bingo has been called back, collect and throw out any available, non-winning sheets. Make sure you are not throwing out any playable sheets.

**No one under 18** is allowed to handle money or call back a Bingo.

Workers may have some popcorn and soda, all other items must be purchased. Family members must purchase their concessions.

At the end of the night, please check the “To-Do List” to make certain all floor-related duties have been completed. If so, please help the kitchen workers with their duties.