

# **Bingo Team Jobs**

**(work once every four weeks)**

## **Team Leader - REQUIRES TRAINING**

This is the leader of the team, responsible for overseeing the night. Arrives at 4:30 or earlier. Takes delivery of the bingo start up money. Mans the office, providing guidance to the pull-tab sellers, picking what games to play, tracking money coming in and going out. Assigns volunteers their tasks. Completes the final money accounting, required gaming forms, deposit slips and then makes the night deposit at the bank.

## **Caller - REQUIRES TRAINING**

This is the master of ceremonies. Sits at the front of the room. Calls out the bingo ball numbers, verifies each bingo, closes each game. The ball machine is automated, as is bingo verification. Will also announce pull-tab winners. Does not require any handling of money.

## **Paymaster**

Sits at the front of the room next to the caller. This person hands out the cash for the bingo winners. After assisting the caller in determining how many bingos were verified in a given game, the paymaster uses a provided chart to determine how much each winner gets and hands out that money. Changes game number on the board. Verifies paymaster cash at beginning of the evening and balances the paymaster drawer at the end.

## **Cashier**

Runs the cash register at the entrance door. Verifies starting balance cash at the beginning of the evening and balances drawer at the end. Also, walks around the room later in the evening to sell additional cover all games to patrons. After closing register, organizes bingo paper closet and may be asked to take inventory, prep games or help in the office.

## **Front (Sales) Table**

Assists patrons in deciding what "Package" they would like to play. Minimal training is needed so as to feel comfortable describing the various options. May be asked to sell pull-tabs or help in the office.

## **Banker (Pull Tab Seller)**

At arrival, helps chairperson prep games for the evening. This involves counting out bundles of 20 tickets. Once bingo starts, walks around the room selling various \$1 games to the patrons. These games may be familiar to you from church festivals. Some common names are rip offs, pull tabs, bankers, instants. Also verifies bingo winners, picks up payout from paymaster and delivers to winner.

## **Concessions Lead**

Arrives at 4:30 and sets up concessions. Bingo concessions are pretty basic: coffee, fountain drinks, nachos, pretzels, candy, hot dogs and chips. Supplies will be waiting for you. Verifies cash at beginning of evening and prepares deposit of cash drawer at end of the evening.

---

## **Volunteer**

Show up willing to do what is needed! You would never be asked to be a Team Lead or a Caller, but all other positions may be fair game. On a full "team" you would only be called upon to be a pull-tab seller or work concessions.