

Spotlight 29 Casino Job Description



Job Title: Cage Cashier
Department: Cash Cage
Reports To: Cage Supervisor
FLSA Status: Non-exempt
Prepared By: Sharon Marshall
Prepared Date: April 28, 2011
Approved/HR: Theresa Mike
Approved/GM: Tom Sedlock
Approved Date:

SUMMARY:

Work all windows of the casino cage. Provide a high level of service to patrons and employees while conducting transactions at the cage.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made if requested to enable individuals with disabilities to perform the essential functions.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement to be the premier entertainment experience in the Coachella Valley.
- Must be computer literate and able to operate a 10-key calculator.
- Maintain security and accountability of company funds located in the cage during a shift.
- Assist customers with monetary and informational needs.
- Redeem chips for customers as specified by policy and procedure guidelines.
- Cash personal checks using the check cashing system under specific guidelines.
- Process credit card advances using the Global Cash Access system under specific guidelines.
- Communicate with all departments as needed using professionalism.
- Redeem slot tickets under specific guidelines.
- Follow established house rules, procedures, and internal control policies.
- Do transactions on designated work area only.
- Solely responsible and accountable for chip/cash fund at assigned window during their shift.

- Must process all transactions accurately and maintain window variances to an absolute minimum.
- All required documents must be filled out completely with legible print.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS)
- Present a positive image of the Casino to its guests and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities

EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):

- Must possess a high school diploma or equivalent.
- Six months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- Must pass pre-employment and periodic random drug screens
- Must pass pre-employment physical
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made if requested to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk or sit; talk or hear; use hands to finger, handle or feel, reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must occasionally lift and or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.

- The Casino is a gaming facility.
- The Casino is not a smoke-free environment.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on 24-hour, 7- day per week basis.

INDIAN PREFERENCE ACT:

The Twenty Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups

I have read and understand all of the elements of the above Cage Cashier Job Description.

Signature

Date