

SAC & FOX CASINO POSITION DESCRIPTION

POSITION TITLE: Lead Cage Cashier

DEPARTMENT: Casino Finance

STATUS: Regular, Full-time

SALARY RANGE: 14

LEVEL OF RESPONSIBILITY: Reports to Cage/Vault Supervisor

DESCRIPTION OF WORK:

Responsible for providing direction to Cage Cashiers. Accurately conduct cash, coin, chip, token transactions and redemption for gaming customers. Prepare applicable paperwork and comply with Federal cash reporting requirements.

SPECIFIC RESPONSIBILITIES:

1. Safeguard assigned cash drawer and Casino assets.
2. Count and verify all cash/coin/chip/token transactions in Cage at beginning and end of shift.
3. Make change and exchange chips/tokens/change for cash.
4. Cash checks and conduct charge card transactions.
5. Provide exceptional customer and co-worker relations.
6. Comply with Federal cash reporting requirements (Title 31).
7. Maintain jet sort equipment by clearing coin jams and changing coin bags.
8. Maintain accurate cage cash transmittal forms and other paper work.
9. Maintain confidentiality of Casino Operations data.
10. Maintain a neat, clean work area.
11. Performs related duties as assigned by Cage Supervisor or above.

MINIMUM QUALIFICATIONS:

EDUCATION: High school diploma or GED.

EXPERIENCE: Previous experience as a bank teller, cashier or related occupation.

KNOWLEDGE/ABILITY/SKILLS:

Ability to accurately perform mathematical calculations and count back change.

Ability to follow oral and written communication and direction.
Ability to work effectively with the public.
Ability to stan, stoop and bend continuously during a shift.
Ability to lift up to 40 pounds.

NECESSARY SPECIAL REQUIREMENTS:

Must be at least 18 years of age at the time of hire. Must be available to work any shift. Compliance with Casino internal controls, policies and procedures as they pertain to this position.

OCCUPATIONAL HAZARD:

In the Entertainment Industry, one may be subject to a work environment containing excessive noise, smoke and stress.

This description is an accurate representation of the duties and requirements of the position.