

SAC & FOX CASINO POSITION DESCRIPTION

POSITION TITLE: Vault Cashier

DEPARTMENT: Casino Finance

STATUS: Full Time, Permanent

SALARY RANGE: 12

LEVEL OF RESPONSIBILITY: Reports to Cage and Vault Supervisor

DESCRIPTION OF WORK:

Maintain tracking of coin and currency for Cage & Vault transactions on approved logs. Count and verify all cash/coin/ship/token transactions in Vault and assist Cage & Vault Supervisor with all Vault transactions within the department.

SPECIFIC RESPONSIBILITIES:

1. Safeguard Casino Bankroll
2. Count and verify all cash/coin/token transactions in Vault
3. Make change for customers and exchange customer chips and tokens for cash.
4. Maintain good customer and employee to employee relations.
5. Issue fills and jackpots to electronic gaming devices.
6. Complete bank deposits in a timely basis
7. Maintain accurate cage cash transmittal forms.
8. Maintain adequate change funds to fulfill customer/players need.
9. Maintain confidentiality of all Casino Operations data.
10. Complete other duties as directed by Cage and Vault supervisor or above.

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or GED Certificate

EXPERIENCE: Previous bank teller/cashier experience.

KNOWLEDGE/ABILITY/SKILLS:

Knowledge and ability to evaluate internal controls. Good math skills, excellent communication, organization and leadership skills. Computer skills and knowledge.

NECESSARY SPECIAL REQUIREMENTS:

Good math skills.
Good customer service and interpersonal communication skills.
Must be able to lift 20 pounds.

OCCUPATIONAL HAZARD:

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

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