

Job Title: Cashier
FLSA: Non - Exempt
Reports To: Cage Manager
Benefits: Eligible upon 90 days – PTO/Holidays/Health/Vision/Dental/Life/401K
Retirement: Eligible for enrollment on the first day of hire.

Department: 1211
Status: Full Time
Pay Grade: 5

SUMMARY:

The Cage Cashier is responsible for counting large sums of monies. The cashier conducts financial transactions for customers and reconciles daily summaries of financial transactions. Maintains cleanliness and order in customer areas and maintains records of promotional drinks and other items. The cashier must always maintain a pleasant and courteous demeanor. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Responsibilities listed below are representative of the knowledge, skills and/or ability needed to effectively execute this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Performs all functions in accordance with applicable laws and gaming regulations, the mission and vision statement and objectives of S&K Gaming LLC as well as established policies, procedures, and controls
- Maintains a working knowledge of casino operations and relevant gaming issues, regulations and Tribal Internal Control Standards in accordance with NIGC Minimum Internal Control Standards.
- Use a computer to record transactions
- Provide check cashing authorization through VIP Global Financial, provide credit card cash advances through Cash Club system
- Keep precise records
- Report large sum transactions in the FabiTrack system
- Balance money drawers at the end of each shift
- Maintain integrity of gaming cage
- Ensure the accuracy of reports such as authorized forms, transaction control, and exchange summary reports
- Acknowledge guest promptly while providing exceptional customer service
- Provide change and cash gaming tickets for customers when needed
- Maintain eye contact and anticipate guest needs
- Follows alcohol awareness procedures for preventing intoxication of guests and if they become intoxicated how to handle the guest
- Greets customers, gives a warm and pleasant farewell to guests, and invites them to return.
- Keeps a neat and clean cage area
- Demonstrate a high level of discretion and professionalism when dealing with daily operations, personnel issues
- Be knowledgeable and able to follow all policies and procedures as outlined in the official Cash Handling Manual and the Official Policies and Procedures Manual established by S & K Gaming LLC
- Communicates continually during shift with staff to ensure smooth operations and on Title 31 compliance.
- Recognize suspicious activity within casino and document.

- Keeps immediate supervisor promptly and fully informed of all problems or unusual matters of significance and takes prompt corrective action where necessary or suggests alternative courses of action which may be taken.
- Performs all duties and responsibilities in a timely and effective manner in accordance with established policies.
- Maintain confidentiality of customers' transactions
- Maintain a teamwork effort
- Other duties as assigned

SUPERVISION EXERCISED:

- None

EDUCATION and/or EXPERIENCE:

- High School Diploma or equivalent General Education Degree (GED) is required
- Six (6) months of experience in a cash handling is required

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- The ability to follow instructions and to perform repetitive tasks under close supervision is required
- Clear, professional communication skills required
- Must possess good math skills
- Must be extremely numbers oriented and computer literate
- Knowledge of equipment uses such as computers, currency counters and calculators
- This individual must be punctual and dependable in reporting to work as scheduled and completing assigned tasks
- This individual must maintain a neat and hygienic appearance
- This individual must be able to work effectively with peers, staff members and regulatory agency personnel

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- The Cashier works directly with Casino Staff
- This position will require physical activity
- Will be working in a smoking environment
- Ability to stand, walk, and often with little time to sit during an entire 6-8-hour shift
- Must be able to lift/carry 20lbs at a time
- Use of hands to finger, handle, or feel objects, tools or controls, ability to reach with hands and arms, ability to sit, stoop, kneel, crouch or crawl, climb and have balance
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Broken glass and slipping are hazards of job
- Ability to work flexible hours/shifts including evenings, graveyard, weekends and holidays required

CERTIFICATES, LICENSES, AND REGULATIONS:

- Required to complete Title 31 Bank Secrecy Act (Anti-Money Laundering) annually
- Required to watch Customer Service video annually
- Required to watch Sexual Harassment video annually
- SafeServ certification required

- Must complete fingerprint process
- Required to obtain and maintain gaming license from the CSKT Tribal Gaming Commission annually
- This individual will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing
- It is always the responsibility of the employee to have all documents current and valid

I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements. By signing this document, I certify that I meet **all** the physical requirements for this job without limitation.

Employee Print & Sign

Date

HR Representative

Date