



## Tolowa Dee-ni' Nation/Lucky 7 Casino Enterprises

### Position Description



---

<b>Title:</b> Casino Cashier	<b>Department:</b> (26) Cage
<b>Class:</b> Skilled	<b>FLSA:</b> Non-Exempt
<b>Status:</b> Full Time/ Part Time	<b>Pay Grade:</b> II
<b>Supervisor:</b> Cage Manager	<b>Subordinates:</b> None
<b>Effective Date:</b> T.C. Approved 4/27/2023	

---

#### **Position Summary:**

This position acts as the information center for the Casino, promoting events, greeting customers, cashing cash out tickets, jackpots tickets. Additionally this position provides customer service on the gaming floor.

#### **Essential Duties and Responsibilities:**

##### Cage:

- Carry out Cage Department Policy and Procedures.
- Adhere to regulations for Title 31, Internal Controls, and Casino Policies and Procedures.
- Safeguards cage bankroll with 100% accuracy.
- Balances all monies in Cage/Vault.
- Verifies, prepares and replenishes all banks.
- Fills, balances and maintains ATM machines and Kiosks.
- Prepares daily deposits.
- Performs credit card transactions/closes out batch daily.
- Provides customer relations.
- Acts as Cashier when needed.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

##### Floor:

- Safeguards bankroll and maintains 100% accuracy.
- Makes change for customers.
- Places food orders for customers.
- Orders and serves alcoholic beverages for customers playing on the floor.
- Cash machine payout tickets for customers under \$1000.00 dollars.
- Adhere to regulations for Title 31, Internal Controls, Policies and Procedures for the Customer Service Department.
- Ensure Customer Service area is stocked with needed condiments.
- Practice excellent customer relations.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

**Minimum Qualifications:**

- High school diploma or equivalent (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Knowledge in basic computer skills.
- Qualified Indian Preference applies.

**Language Skills:**

Must be able to read and comprehend instructions, correspondence, and memos. Write correspondence. Possess the ability to effectively present information in group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

Must be able to pass extensive background investigation for the issuance, and retention, of a gaming license.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand walk and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 30 lbs.

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less)
- Color vision (ability to identify and distinguish color)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

**Work Environment:**

While performing the duties of this job, the employee is regularly exposed to cigarette smoke. Moderate noise (Examples: business office with computers and printer, light traffic).

**Drug Free Work Environment:**

The Tolowa Dee-ni' Nation / Lucky 7 Casino Enterprises is committed to providing a drug free alcohol free work environment. In keeping with this commitment, an employee may be drug tested anytime.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_