

Job Description

Position: Cage Cashier

FLSA: Non-Exempt

Reports To: Cage Manager

Summary of DUTIES:

Cage Cashier is responsible for the smooth and efficient operation of the area to which he/she is assigned. Cashier needs to have the ability to provide uncompromising customer service to internal/external customer contacts. Ability to work in conditions of fast pace and be detailed oriented.

- Responsible for Table Fills/Credits, Slot Jackpot/Fill/Credit Slips, Slot weigh and wrap verification, Soft Count/Hard Count/Vault Transfers and cash drawer verification sheets.
- Exchanges Coin, Tokens, Chips, and Checks for Cash.
- Ensures that all paperwork and reporting documents are well organized, legible and neat.
- Prepare and Inventory Outlet Banks when requested.
- Makes sure that all cash handling conforms to Title 31 and the Indian Gaming Regulatory Act as well as Minimum Internal Controls and Policies.
- Answer general questions about the Casino asked by customers or the general public
- Must be able to operate coin counter and process coin fills.
- Secures cash / currency to be deposited at the bank and handles transfers of funds.
- Responsible for verification of vault.
- Advises and reports to the Cage Manager all instances of suspected violations of department or company policy.
- All other duties as assigned

Qualifications:

- Extreme proficiency in handling and counting large sums of money
- Excellent 10-key calculator skills and ability to handle cash transactions in a loud Casino environment
- Excellent attention to detail (e.g., ability to balance a cash drawer)
- Superior customer service skills
- Must be able to work in smoke filled environment.
- Must have valid Drivers License.
- Must have a high school diploma or equivalent