



## **JOB DESCRIPTION**

<b>TITLE:</b>	<b>Cashier</b>
<b>DEPARTMENT:</b>	<b>Cage/Vault</b>
<b>SUPERVISOR:</b>	<b>Cage/Vault Manager</b>
<b>WAGE:</b>	<b>Negotiable</b>
<b>SHIFT:</b>	<b>Days/Nights/Weekends/Holidays or as needed</b>
<b>CLASSIFICATION:</b>	<b>Non-exempt</b>
<b>REQUIREMENTS:</b>	<b>Gaming License</b>

**JOB SUMMARY:** Under the direction of the Cage Manager, the Cage Cashier is responsible for representing the LW, assisting Guests, performing various cashiering functions, such as currency exchanges, cashing checks, and chip fills for gaming tables in a pleasant, efficient, courteous, and honest manner. Friendly, professional attitude always required. Must be willing to work weekends, nights, and holidays. Neat clean appearance is a must.

### **JOB QUALIFICATIONS:**

- High school diploma/GED preferred.
- Previous cash handling or cashiering experience.
- Must be able to use a 10-key calculator.
- Must have basic computer skills.
- Must have basic math skills.
- General knowledge of gaming, including slots, video, bingo, and card games a plus.
- Must be able to communicate effectively and professionally with guests and team members, interpersonal and teamwork skills necessary.
- Superb guest service skills.
- Must possess excellent interpersonal and employee relation skills.
- Accurate and detail oriented.
- Accurate transaction and balancing practices.

### **DUTIES AND RESPONSIBILITIES:**

- Must adhere to Legendary Waters Resort & Casino's policies and procedures.
- Must adhere to all appearance and uniform standards.
- Must adhere to all safety and sanitation procedures.
- Accurately redeem patrons slot tickets, pay jackpots out to slot attendants.
- Accurately redeem patrons table games chips.

- Cash checks with prior approval from check cashing system.
- Responsible for window bankroll and reconciles bankroll at conclusion of shift.
- Assist in maintaining records necessary for the operations of the cage.
- Verify large amounts of money for various types of transactions.

**VAULT DUTIES AND RESPONSIBILITIES:**

- Prepare starting cash banks for all departments requiring tills.
- Responsible for the accountability and safe operation of the vault.
- Perform high volume internal transactions.
- Receive coin/cash orders, receives funds from the drop team.
- Reconcile the Vault on the vault accountability sheet.
- Prepares and records deposits of casino funds.
- Notifies surveillance of any variances.
- Maintains confidentiality of all information.
- Ensures area is maintained and clean.
- Must be able to lift to 50 lbs.
- Must be able to stand for long periods of time.
- Perform other duties as assigned.

Smoke free environment.

The Red Cliff Tribal Council has a drug free workplace policy and adheres to the intent of the drug free workplace act. All new hires are subject to a drug test prior to starting.

Native American preference applies, yet all qualified applicants will be considered.

**Applications are available at the casino cashier's window and online at**

**[www.legendarywaters.com](http://www.legendarywaters.com).**

**Posted: 4/29/2024**

**Position:(s) 2**

**Deadline: Until filled**

**For more Information contact: Seth Morris, THRP.**

**Human Resource Manager**

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