



**POSTED: JANUARY 15, 2019**

**DEADLINE: UNTIL FILLED**

### **JOB DESCRIPTION**

**POSITION:** Hotel Front Desk Cashier/Clerk

**DEPARTMENT:** Resort

**SUPERVISOR:** Front of House Lead

**LOCATION:** Resort

**EMPLOYMENT:** Full-Time

**PAYRATE:** Pay Grade 4 (\$9.00 - \$10.97 per/hr. D.O.E.)

### **DESCRIPTION:**

The Cashier will perform a variety of cashiering functions at the Hotel Front Desk. Will respond positively to questions and inquiries from the general public.

### **RESPONSIBILITIES:**

- Provide excellent guest service to guests, internal and external through active guest engagement and positive attitude.
- Responsible for exchange and reconciliation of currency, coin, table chips, ticket in-ticket out receipts, and coupons/certificates.
- Responsible for utilizing computerized check verification system and cashing checks for patrons. Give credit card cash advances using like systems.
- Responsible for accurate handling of all monies in their charge.
- Registering guests and reconciling guests account.
- Making and modifying reservations.
- Will be required to work in any area assigned.
- May be required to act as host/hostess to seat guests in venues.

- Due to changes and modifications in job from time to time, employees are required to be flexible and assume other responsibilities assigned by management.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma/GED required.
- Strong mathematical aptitude is required.
- Subject to inside environmental conditions, including work in a smoking environment.
- Sedentary work with standing required.
- Occasionally lifting up to 5 pounds.
- Must be able to work all shifts as assigned, including weekends and holidays.
- Must be able to maintain a valid gaming license.
- Must pass background check and other pre-employment screenings.

### **PREFERRED QUALIFICATIONS**

- Previous money handling experience is preferable.
- Casino related experience is desired.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

### **OUR MISSION**

Our mission is to provide an exceptional and memorable experience to every guest, every time. Each team member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE**.

**Date Approved by the Public Enterprise Finance Commission (PEFC): 12/27/2016**

**Northern Waters Casino Resort**

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