



**POSTED: OCTOBER 12, 2018      DEADLINE: UNTIL FILLED**

### **JOB DESCRIPTION**

**POSITION:** Vault Cashier

**DEPARTMENT:** Vault

**LOCATION:** Resort

**SUPERVISOR:** Vault Supervisor

**EMPLOYMENT:** Full Time

**PAY RATE:** Pay Grade 7 (\$9.50 - \$12.46 per/hr. D.O.E.)

### **DESCRIPTION:**

The Vault Cashier will be responsible for the Casino's main bank. This person is responsible for performing all associated monetary functions of the main bank in accordance with the Casino and departmental policies and procedures.

### **RESPONSIBILITIES:**

- Provide excellent Guest Service to guests, internal and external through active guest engagement and positive attitude.
- Responsible for the vault's main bank; its inventory and reconciliation.
- Responsible for the processing and preparation of monies of Casino operations as required.
- Performs cash, coin and table chip transactions with Casino staff.
- Creates cash and check deposits as required.
- Performs end of shift audits of cashiers.
- Required to operate or maintain casino ATMs, stocking with cash as needed.
- Responsible for accurate handling of all monies or accountable for items in their charge.
- Must resolve customer complaints or problems in a positive manner.
- Must be able to issue and reprint Club Cards.

- Completes all required paperwork associated with position.
- May be required to perform any tasks within the department as needed.
- Must at all times be above reproach and represent the highest level of integrity.
- Due to the dynamic Casino Environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED.
- Strong mathematical aptitude.
- Ability to communicate effectively, orally and in writing is required.
- Subject to inside environmental conditions, including work in a smoking environment.
- Occasional lifting up to 25 pounds and carrying for short distances, sometimes continuously.
- Must be able to work all shifts as assigned, including weekends and holidays.
- Must pass background check and other pre-employment screenings.
- Must be able to receive and maintain a Gaming License.

#### **PREFERRED QUALIFICATIONS:**

- Previous money handling experience is preferable.

*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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