Employee Requisition Form

Position to Be Filled: Cage Cashier

Purpose: Provide exemplary customer service to the Guests of the Tachi Palace Hotel & Casino by making change and exchanges coins, token chips, checks and other negotiable for cash, as well as answering question about the Hotel and Casino

Required Qualifications / Essential Duties:

- Make change for casino guests and other departments, exchanges coins, tokens, chips, checks and other negotiable for cash.
- Buys and sells a working drawer at the start and end of each shift.
- Ensures that all paperwork and reporting documents are well organized, and neat.
- Processes fill bags and cage transfers.
- Counts and racks tokens and separates out foreign tokens.
- Prepares and inventory outlet bank when requested.
- Makes up fill bags using the Jetport equipment when requires.
- Verify cash drawer contests by counting all cash, coins, tokens, checks and vouchers.
- High school diploma or general education degree (GED) required
- 1-2 years cash handling experience

Reports To:	Cage Supervisor	
Starting Rate of Pay:	D.O.E	
Approximate Hours:	40	
Date Needed:	ASAP	
Filling Deadline:	Open Until Filled	
Recruitment Representative		Date Posted