



Employee Requisition Form

Position to Be Filled: Cage Cashier

Purpose: Responsible for making change and exchanging coins, chips, checks and other negotiable instruments for cash.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Make change for casino guests and other departments, exchanges coins, currency, chips, checks and other negotiable instruments for cash.
• Buys and sells a working bank at the start and end of each shift.
• Verify cash drawer contents.
• Ensures that all paperwork and reporting documents are well organized, and neat.
• Generates balance sheets using Excel.
• Processes cage money transfers from and to the Vault
• Makes up fill bags using the Jet sort equipment when Coin Machines are non-functional.
• Runs double tapes on all multiple transactions and paperwork as required.
• Clip and strap currency as required.
• Makes sure that all cash handling conforms to Title 31 and the Indian Gaming Regulatory Act as well a minimum internal controls and policies.
• Fills, drops, and balances the ATM/Ticket Redemption Machines/Coin Machines and Jackpot Machines on the property
• Contributes to outstanding customer satisfaction by verifying the winners and preparing required receipts; answering questions about machine operation, game rules; and proving information about the Casino.
• Demonstrates excellent customer service by making customers contact, being friendly, showing willingness to help, making eye contact as appropriate, and being attentive to their needs.
• High school diploma or general education degree (GED) required.
• 1-2 years cash handling experience.
• Any other duties as assigned.

Reports To: Cage Supervisor
Starting Rate of Pay: D.O.E
Approximate Hours: Full-Time
Filling Deadline: Open Until Filled

