



## 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

**Approximate Hours:** Full-Time

