

Cage Cashier (may act as cage, vault, or internal window cashier) **Job Announcement #: YLC-10-039**

Job Opens: 3/1/10

Reports To: Cage Shift Supervisor

Gaming License Required: Class III A.

Starting Salary: \$9.32 per hour

Job Closed: 3/9/10

Department: Cage

Position: 03

FLSA: Non-Exempt

JOB SUMMARY: Responsible for the intake and distribution of vault inventory and reconciliation on a per shift basis. Performs and records cash transactions and reconciliation in support of Casino gaming operations. Services customer by performing redemptions of currency and other cash equivalents. Maintains compliance with Legends System of Internal Controls and Cage Standards Operating Procedures.

MINIMUM EDUCATION REQUIRED FOR POSITION: High school diploma or GED equivalent required and six months minimum of cashiering experience required, and/or equivalent combination of education and experience.

PHYSICAL REQUIREMENTS: Must be able to stand for 10 hours. Manual and finger dexterity required. Must be able to bend, reach, squat and able to lift at least thirty pounds (30 lb.)

SPECIFIC SKILLS/KNOWLEDGE/EXPERIENCE REQUIRED FOR POSITION: Excellent oral and written communication skills, 10-key adding machine, must be able to handle a fast-paced environment, must be proficient in math and possess excellent customer service skills. Required to take a Ten-Key and Math Test.

SPECIFIC DUTIES PERFORMED:

1. Responsible for cash, chip, tickets and other funds in assigned window.
2. Maintains custody and inventory of casino bankroll, including currency, coin and chips.
3. Accountable for issuing of revenue banks, accuracy of revenue bank turned in for accounting.
4. Reconciles daily cage paperwork as to balance.
5. Maintains a Vault Reconciliation Summary as to all revenues, table games, poker, keno, machines and cage transactions.
6. Accountable for daily deposits per internal controls.-
7. Receives, distributes and redeems gaming chips.
8. Receives and verifies Soft Count revenues.
9. Maintains a cash summary reconciliation sheet pertaining to all departmental transactions.
10. Accountable for daily deposits per Internal Control.
11. Issues, receives and verifies cashier banks.
12. Performs even exchanges with the various cashiers in the casino.
13. Performs fills and credits with the Table Games Department.
14. Obtains imprest banks and balances out at the end of shift with Vault.
15. Cashes out customers efficiently and in a courteous manner.
16. Maintains a neat and well-stocked window during shift.
17. Has friendly, attentive, professional attitude with co-workers.

18. Performs other job related duties as assigned.

Revised 10/09