



Ho-Chunk Nation

Job Description



TITLE: Lead Cage Shift Supervisor		JOB CODE: LDCS
Business	EEO: 5	PAY GRADE: 15
Non-Exempt	No-Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Responsible for the overall direction and coordination of activities within the Cage Department which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Strategize and set goals and measurable objectives for staff at least twice per year.
2. Assist with the cage department daily operations and address issues that arise with the Cage Manager.
3. Communicate with the Cage Manager on the yearly budget and quarterly report, i.e. overtime.
4. Ensure compliance by department staff with internal accounting controls on a daily basis.
5. Collaborate with supervisory staff to establish annual training materials and documentation related to training.
6. Specify established annual training, established daily assignments, and established daily directions, for the review of assigned work of cage staff.
7. Review, approve and prepare closeout of daily shift reports.
8. Daily communication with Count Teams, Table Games, Security, Marketing, Slot Operations, Revenue Audit, and Surveillance in any procedural changes.
9. Daily accountability for the implementation of regulatory and procedural changes.
10. Accountable for daily card control and defined key control.
11. Daily responsibility for staffing and any procedural changes pertaining key control.
12. Daily responsibility and accountability for all Kiosks and resolve any mechanical problems with equipment.
13. Daily diagnose and resolve problems on all cage equipment.
14. Schedule mandatory annual Title 31 training and seminars for staff to remain in compliance.
15. Collaborate with other Cage Management to annually update training materials.
16. Supervisors have daily responsibility for the behavior of employees they supervise and the enforcement of policies and employment law (ERA).
17. All work must be completed 15 minutes before end of shift.
18. Must attend all daily pre-shift and post-shift meetings.
19. Must work a window at least 3 times per month.
20. Perform other duties assigned within the scope of this job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans



Supervisory Accountability	Supervises associates below supervisory level
Organizational Accountability	Manages sub-unit of a department, manages work group within a sub-unit of a department
Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with inside and outside customers
Freedom to Act	Sets broad policies and objectives, operates with significant independence, subject to general input from supervisor, subject to regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have high school diploma or GED.

ESSENTIAL:

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Must have gaming license or be able to obtain.
3. Must follow chain of command.
4. Maintain confidentiality and professionalism at all times.

EXPERIENCE:

1. Two years training in accounting or related field.
2. Three years' experience in bookkeeping, accounting or responsible cash handling.
3. Computer and supervisory experience desirable.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledge of generally accepted accounting principles and procedures.
2. Knowledge of modern business administration.
3. Proficiency in communication and written skills. Reads, writes and understands English.
4. Able to work with minimal supervision and trustworthy. Flexible working hour's availability.
5. Must be neat in appearance and positive attitude at all times.
6. Must be punctual and ready to work at scheduled time.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The Cage Supervisor ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Casino setting loud, office setting.
2. Must have good eyesight. Must have dexterity in both hands.
3. Primary lifting requirements is 10-25 pound on a consistent basis/ must be able to walk. Stoop bend and stand for long periods of time.