



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Cage Cashier		<b>JOB CODE:</b> CGCH
Business	<b>EEO:</b> 6	<b>PAY GRADE:</b> 8
Non-Exempt	No Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"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 daily activities within the Cage Department including but limited to cash transactions, proper documentation, and following the appropriate procedures which enhances interaction with our guests, fellow employees. Provide customers with accurate information about casino operations and promotional events. Customer Service is our top priority for both internal and external guests.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Responsible on a daily basis for accuracy of inventory related to tokens or cash/cash equivalents and any cash shortages/overages in accordance with the established Variance Policy.
2. Verify opening/closing inventory, verify drawer/vault contents, TITO tickets, cash equivalents and setting up equipment prior to opening and closing of shift on a daily basis which must be completed 15 minutes before end of shift or 15 minutes after start of shift.
3. Exchange currency for currency, redeem TITO tickets for currency, perform check cashing/cash/credit/debit card advance transactions for guests and prevent any fraudulent or suspicious transactions within each shift on a daily basis.
4. On a daily basis, complete exchange and window count procedure at the end of the shift while maintaining security and documentation of assets.
5. Adhere daily to all gaming regulations, policies and procedures, and the Internal Control Manual.
6. Represent the gaming enterprises respectfully to the public on a daily basis.
7. Other duties as assigned within the scope of this job description.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	Approves and monitors expenditures
Customer Accountability	Interfaces with outside and inside customers
Freedom to Act	Subject to review by Supervisors



**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 be BONDABLE.
3. Must follow chain-of-command.

**EXPERIENCE:**

1. One (1) to three (3) years appropriate experience.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Must display a positive attitude at all times and be punctual and ready to work window at scheduled time.
2. Reads, writes and understands English.
3. Ability to accurately use the calculator and other office machines as required.
4. Must have working knowledge of gaming operations.
5. Must have demonstrated competence in mathematical skills, knowledge of accounting procedures and cash handling ability must be trustworthy.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager 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. Cannot be colorblind. Must have good eyesight and full dexterity in both hands.
3. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs. on consistent basis.
4. Must be able to stand stoop and bend for long periods of time.

\*KEY POSITION\*