



# WIN-RIVER RESORT & CASINO

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Cage Cashier
<b>DEPARTMENT:</b>	Cage and Count
<b>REPORTS TO:</b>	Cage and Count Manager
<b>SALARY:</b>	Grade 2, Entry \$11.00/hourly
<b>FLSA STATUS:</b>	Non-exempt
<b>SUPERVISES:</b>	None
<b>JOB SUMMARY:</b>	This team member is responsible for all cash, chip, and check transactions for guests and other Resort & Casino team members

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

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The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Processes cash, check, credit card, debit card, slot ticket, chip, and comp transactions for guests and team members in a timely manner while following departmental policies and procedures
2. Ensures all cash handling conforms to departmental policies and applicable regulations
3. Balances cash drawer daily and compares totals with computer totals. Reports discrepancies as required and in a timely manner
4. Responsible for processing cage transfers involving chips, tickets, checks, credit cards, cash and all accompanying reports in a timely manner; while following all applicable policies, procedures and internal controls
5. May assist in training new team members and answers team member questions
6. Ensures the security and confidentiality of private guest information
7. Performs all duties in a manner that continually supports the vision, mission, values, and principles of the Resort & Casino
8. Performs all duties in a manner that adheres to the guest service standards established by Win-River Resort & Casino's Guests Service program
9. Other duties as assigned by the Cage and Count Manager

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## EDUCATION REQUIREMENTS

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The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position, however, higher levels of education than required will be reflected during the recruitment process:

- A High School diploma, or the equivalent thereof, is preferred

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## EXPERIENCE AND KNOWLEDGE REQUIREMENTS

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The experience and knowledge requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position, however, higher levels of experience and knowledge than required may be reflected during the recruitment process:

- The ability to effectively communicate with guests and all team members of the Resort & Casino is required
- The ability to perform job functions in an atmosphere where priorities and deadlines may change frequently is required
- Previous experience in cash handling is preferred
- Strong mathematical skills are preferred

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## PHYSICAL REQUIREMENTS

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The physical requirements outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this job:

- The ability to climb stairs and ladders, stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, or sit for an extended period of time, up to eight (8) hours or more, is required
- The ability to use office equipment including, but not limited to a computer keyboard, calculator, general office equipment and multi-line telephone, is required
- The ability to lift up to fifty (50) pounds is required

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## WORKING CONDITIONS

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The working conditions outlined here are representative of those that the team member will or may be exposed to while performing the functions of this job:

- While performing the duties of this job, the team member is frequently exposed to second-hand tobacco smoke
- While performing the duties of this job, the team member is usually subject to inside environmental conditions
- While performing the duties of this job, the team member may occasionally be subject to outside environmental conditions and to wet and/or humid conditions

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- While performing the duties of this position, the team member is subject to working in highly sensitive and secure areas

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**OTHER INFORMATION**

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- Native American Preference Policy applies
- Win-River Resort & Casino is a drug-free workplace; applicants must be able to pass a pre-employment drug and alcohol screening
- This job description does not list all the duties of the job. The team member may be instructed by management to perform other tasks or functions
- This job description is not a contract for employment. Employment with Win-River Resort & Casino is considered “at-will”
- This individual must be able to meet the suitability requirements of the Redding Rancheria’s Gaming Agency to obtain a gaming license
- Must be able to comply with the Win-River Resort & Casino Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- Win-River Resort & Casino reserves the right to add, delete or modify this job description without notice

Revised 6/13/18 kc

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