



WIN-RIVER RESORT & CASINO

JOB DESCRIPTION

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| JOB TITLE: | Cage and Count Supervisor |
| DEPARTMENT: | Cage and Count |
| REPORTS TO: | Cage and Count Manager |
| SALARY: | Grade 7, Entry \$36,090/Annually |
| FLSA STATUS: | Exempt |
| SUPERVISES: | Main Banker, Cage Cashier, Cage and Count Technician 1, Count Team Member |
| JOB SUMMARY: | This team member provides supervision and oversight for daily Cage and Count operations during an assigned shift |

THIS POSITION IS CLASSIFIED AS A REDDING RANCHERIA TRIBAL KEY EMPLOYEE

ESSENTIAL DUTIES AND RESPONSIBILITIES

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. Directs and supervises the work of department team members during an assigned shift and provides oversight for department operations during an assigned shift; including the responsibilities of planning, assigning, and directing work
2. Responsible for coaching, rewarding, and evaluating team member performance
3. Responsible for addressing positive corrective action as needed
4. Responsible for addressing guest complaints and disputes, resolving problems, and other administrative requirements of the department
5. Assists in developing, implementing, monitoring, and enforcing departmental policies, procedures, and internal controls
6. Carries out supervisory responsibilities in accordance with the Resort & Casino's policies and procedures
7. Coordinates with Cage, Security, Finance, and Slots team members to ensure that all drop policy and procedures are followed when dropping revenue from slot machines on the casino floor
8. Investigates and locates variances for department team members and notifies all applicable departments of irregular balances in accordance with departmental and Resort & Casino policies
9. Writes and disburses prize checks while also verifying all associated documents
10. Ensures that the vault dollar amount is regulated on a daily basis, as well as monitoring key controls for the Cage and Count Department
11. Ensures the efficient count of all revenue and ensures proper accountability of these items

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12. Recommends the hiring, termination, promotion, or any other change of team member employment status to the Cage and Count Manager
13. Performs all duties in a manner that continually supports the vision, mission, values, and principles of the Resort & Casino
14. Performs all duties in a manner that adheres to the guest service standards established by the Resort & Casino's Guests Service program
15. Other duties as assigned by the Cage and Count Manager

EDUCATION REQUIREMENTS

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 required

EXPERIENCE AND KNOWLEDGE REQUIREMENTS

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:

- Must be 21 years of age or older. Redding Rancheria tribal members must be 18 years of age or older
- A minimum of two (2) years' experience in cash handling, auditing, or finance is required
- A strong understanding of the principles leadership and supervision is required
- Strong mathematical skills are required
- A strong combination of written and verbal communication skills to write, read and comprehend written correspondence is required
- The ability to effectively communicate, both in written and verbal forms, 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
- Strong computer skills, with demonstrated knowledge of Microsoft Office applications and online accounting systems, are required
- Demonstrated knowledge of NIGC regulations and compliance experience with Title 31 is preferred

PHYSICAL REQUIREMENTS

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

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- 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 and/or move up to fifty (50) pounds, is required

WORKING CONDITIONS

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

OTHER INFORMATION

- 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 without notice

Revised 7/11/18 kc

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