



## Menominee Casino Resort

### 1<sup>st</sup> Posting

#### Cage Cashier

**Wage:** \$10.00      **Job Status:** Part-Time  
**Post Date:** 06/02/2020 08:00 AM      **Minimum Age:** 18  
**Close Date:** Open Until Filled

**FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.**

#### SUMMARY:

Responsible for assisting guests with transactions, for balancing booth imprest, and maintaining accuracy throughout all phases of the balancing process.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Accurately balances assigned booth. Verify opening/closing inventory. Verify all money that is put into working inventory.
- Responsible for doing exchanges to keep imprest at set amount.
- Issues Gift Certificates to guests.
- Cashes checks, chips, gift certificates and eTICKETs into money for guests, in a courteous, timely manner.
- Responsible for doing "Fill/Credit" requests for Table Pit Area when working the Service Counter.
- Responsible for generating computer slips for slot jackpots and disputes, verified per computer screen and/or Slot Department employee.
- Responsible for tracking Title 31 Bank Secrecy Act transactions on the Multiple Transaction Logs.
- Maintains a working knowledge of facilities, as well as special events on property, in order to advise guests of same, whenever possible.
- Assists other Cashiers within the Cage, as needed.
- Establish and maintain an effective working relationship with lead persons, supervisor and co-workers.
- Facilitates the flow of information, by attending regularly scheduled departmental meetings.
- Held accountable to a high degree, for the accuracy and thoroughness of departmental records and reports.
- Responsible for maintaining a consistent, regular attendance record.
- Shall be able to work in either the guest window or service counter window.
- Responsible for repayment of any shortages.
- Any other duties as assigned by the supervisor.

#### QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 18 years of age. Must be able to work variable hours, which include nights, weekends and holidays.

**EDUCATION and/or EXPERIENCE:**

Must have a High School diploma or its equivalent. Shall have displayed and/or demonstrated a good work record in previous positions.

**SPECIAL QUALIFICATIONS:**

Effective communication skills required. Must be extremely numbers-oriented and computer-literate. Shall possess some knowledge of accounting procedures. Must have a minimum of six (6) months money handling experience required. Must possess knowledge of computers and calculators.

Candidate must complete Calculator test prior to interview. Calculator test results will be used for information purposes only.

**CRIMINAL BACKGROUND MINIMUM REQUIREMENTS:**

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years.
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs, during the immediately preceding two years.
- In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact.
- Hiring in Gaming Position is contingent upon criminal background check.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret basic instructions furnished in written, oral or diagram form. Ability to respond to common inquiries or complaints from guests.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

**CANDIDATE MUST PASS MATH TEST PRIOR TO RECEIVING AN INTERVIEW.**

**REASONING ABILITY:**

Ability to apply common sense reasoning to a variety of situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

The Employee is regularly required to stand, for long periods of time. The Employee is regularly required to do minimal lifting.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must be able to operate a calculator and currency counter..

The noise level in the work environment is usually loud.

**TRIBAL REQUIREMENTS:**

Must be able to withstand a background check.

Must be able to be approved for and maintain a valid gaming license.

Preference will be given to qualified Menominee or other Native American applicant.

