



## Menominee Casino Resort

### 1st Posting

**Position** Lead Cage Cashier

**Job Status** Full-Time

**Minimum Age** 18

**Wage** \$16.50

**Date Posted** Monday, February 24, 2025 8:00:00 AM

**Date Closed** Friday, February 28, 2025 4:30:00 PM

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

### SUMMARY

Responsible for overseeing activities in the Cage Department are performed accurately and efficiently, in accordance with all applicable laws, rules and regulations of the Gaming Commission, and established company policies, procedures and controls.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains adequate staffing levels in the Cage by overseeing key functions such as interviewing, selecting, training, scheduling, and evaluating employee's employee as needed.
- Employees are required to exercise their best judgment in all aspects of their roles, including assisting with career development, promoting, disciplining, staff as needed. Proper documentation of all actions taken is essential.
- Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports.
- Ensures the accuracy and integrity of all financial data produced by employees under their supervision.
- Monitors all financial activities on the property related to the Cage to ensure compliance with applicable laws, regulations, and company controls, as well as those mandated by the Gaming Commission.
- Responsible for verifying E-TICKETS before processing them for exchanges.
- Responsible for verifying opening and closing inventories for cashier booths.
- Oversees booth activities of cashiers during their shifts, including managing employee breaks and lunch periods.
- Coordinates timely cashier exchanges with the vault to ensure efficiency.
- Verifies the outgoing and incoming amounts on Vault Exchange Detail Forms sent to the vault or service counter and from one booth to another.
- Responsible for conducting exchanges between the booths as needed.
- Verifies any overages or shortages in the booths and works to resolve discrepancies before the cashier's shift ends.
- Responsible for stocking forms and supplies in the cashier booths and notifying the Cashier Supervisor well in advance for reorders.
- Assists in the training and orientation of new personnel in all cashier functions.
- Finds replacement workers on the schedule as required.
- Prepares and submits Daily Shift Summary Reports for the Cashier Supervisor.
- Aids Cage employees in comprehending the complexities of their responsibilities within the department.
- Facilitates the flow of information by organizing and presiding over regularly scheduled meetings.
- Assists the supervisor with incoming and outgoing absentee reports to ensure accurate tracking of attendance.
- Tracks and helps maintain the Title 31 log to ensure compliance with regulatory requirements.
- Held accountable to a high degree for the accuracy and thoroughness of departmental records and reports.
- Responsible for maintaining a consistent, regular attendance record.
- Performs any other duties as assigned by the supervisor.

### SUPERVISORY RESPONSIBILITIES

Directly oversees the activities of all Employees in the Cage on assigned shift.

Carries out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include addressing complaints and resolving problems.

Tuesday, February 18, 2025 3:00 PM



## Menominee Casino Resort

### 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. Shall have displayed and/or demonstrated a good work record in previous positions. Must be able to work variable shifts and odd hours, which includes weekends and holidays.

### EDUCATION and/or EXPERIENCE

High School diploma or its equivalency required.

### SPECIAL QUALIFICATIONS

Must possess excellent communication, organizational, and analytical skills. Must be extremely numbers-oriented. Must possess knowledge of computers and calculators.

#### 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.

#### 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.

### 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. Ability to effectively present information in one-on-one and small group situations.

### MATHEMATICAL SKILLS

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

### REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions.

### 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.

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



## **Menominee Casino Resort**

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.

The work environment generally has a moderate to loud noise level, which may become overstimulating at times.