

**Human Resources  
Office**

**Baraga Property**  
16449 Michigan Avenue  
Baraga, MI 49908  
Phone: 906-353-4120  
Fax: 906-353-8786



**Human Resources  
Office**

**Marquette Property**  
105 Acre Trail  
Marquette, MI 49855  
Phone: 906-249-4200 x204  
Fax: 906-249-9610

## **CAGE SHIFT MANAGER**

*Full-time, Exempt Position*

**Location:** Marquette, MI

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICATION  
OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- KBIC Enterprise Job Application**
- Qualification Sheet(s)**
- Resume**
- College Transcripts (if applicable)**
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency**
- If you are a Veteran, you must attach a copy of your DD214**

**PLEASE SUBMIT APPLICATION AND REQUIRED DOCUMENTATION TO:**

Human Resources Office (Located in Baraga or Marquette)

Email: [HR@ojibwacasino.com](mailto:HR@ojibwacasino.com)

Fax: 906-249-9610

**POSTING DATE: May 8, 2019**

**CLOSING DATE: May 22, 2019  
Or Until Filled**

## Baraga Property

16449 Michigan Ave.  
Baraga, MI 49908  
906-353-4145  
Fax: 906-353-8786



## Marquette Property

105 Acre Trail  
Marquette, MI 49855  
906-249-4200 x204  
Fax: 906-249-4401

### *Human Resources Department*

## **OJIBWA CASINOS POSITION DESCRIPTION**

<b>JOB TITLE:</b>	Cage Shift Manager	<b>DEPARTMENT:</b>	Cage
<b>LOCATION:</b>	Marquette	<b>SUPERVISOR:</b>	Cage Manager
<b>WAGE:</b>	Grade 8 (Min: \$15.21/hr) Full-time, Exempt Position <i>Administrative Benefits Package</i>	<b>CLOSING DATE:</b>	May 22, 2019 or Until filled

**The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

**POSITION SUMMARY:** This position is responsible for supervising the overall daily operations of the Cashier/Count Team areas, and monitoring the performance of the Cashier/Count personnel. In addition to providing excellent customer service, the incumbent will prepare currency transaction reports to maintain compliance with Federal Title 31 regulations.

### **QUALIFICATIONS/REQUIREMENTS:**

1. High School Diploma or Equivalent is required.
2. Must be 18 years of age or older.
3. Must have at least three (3) years of Casino Cage experience with at least two (2) years of Vault Cashier experience.
4. Previous supervisory experience in preferred.
5. Must be able to obtain and maintain a gaming license.
6. Must be willing and able to work all shifts, weekends and holidays.
7. Excellent customer/employee relation skills are required. Must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity. Must embrace the teamwork concept.
8. Must be able to prepare written reports with acceptable punctuation, neat handwriting, and descriptive details of specific incidents.
9. Requires knowledge of Tribal/State/Federal gaming regulations.
10. Basic computer skills and experience with a casino management application (i.e. Oasis) are required.
11. Required to support and carry out all Tribal and Management objectives as well as Departmental goals.
12. Must be available for travel as necessary.
13. Must be willing and able to obtain additional education and training as needed.

### **DUTIES AND RESPONSIBILITIES:**

1. Provides prompt, friendly, courteous and quality service to our customers, addressing both customer and employee needs.
2. Performs assigned cage and check cashing activities in accordance with the policies and procedures prescribed in the Minimum Internal Control Standards.
3. Assists the Cage Manager in the performance of his/her duties. May assume functions of Cage Manager as directed.
4. Assists Cage Manager with the development and implementation of departmental policies and procedures, enabling the Cage to function more effectively.
5. Supervise all Cage personnel on the assigned shift.
6. Responsible for sensitive key box control during assigned shift.
7. Verifies funds of cashiers on assigned shift and reviews all cashier discrepancies and follows up on reports.
8. Held accountable to a high degree for the accuracy and thoroughness of departmental records and reports.
9. Ensures the integrity of financial data produced by all employees under his/her span of control.
10. Reviews currency, coin and token inventory and reserve for daily operations.
11. Monitors, documents and counsels cashiers.
12. Arbitrates disputes within the cage and handles guest disputes, questions and acts as an overall source of information during their shift.
13. Prepares daily shift log summary.
14. Will assume position of cashier/vault cashier if necessary.
15. Must maintain strict confidentiality in all departmental matters.
16. Must conform to all Tribal/State/Federal gaming regulations. Applies federal cash reporting requirements to comply with Title 31.
17. Performs all other job related duties as assigned by their supervisor.

### **PHYSICAL REQUIREMENTS:**

1. Must be able to stand for long periods of time, and occasionally sit, bend/stoop, push/pull, squat, balance, kneel, carry up to twenty four (24) pounds and lift up to fifty (50) pounds. May occasionally climb heights and reach above shoulder level.
2. The work environment is **not** noise, dust or smoke free.
3. Employee must satisfactory pass a pre-employment physical, drug screen, and Security Background Clearance.

*This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.*

**APPROVED 05/7/2019**

Qualification Sheet (page 1)

*Please list your specific knowledge, skills, and experience showing how it's related to the position requirements listed below.*

Name: \_\_\_\_\_

Position: Cage Shift Manager (Marquette)

**1. Do you have a high school diploma or equivalent? And/or additional education? (Remember to attach education support to your application.)**

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**2. Do you have at least three (3) years of casino cage experience OR at least two (2) years of Vault Cashier experience?**

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**3. Do you have previous supervisory experience? Please describe your experience.**

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**4. Are you willing and able to work all shifts – days, nights, weekends and holidays?**

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**5. Have you prepared written reports? Please describe your experience and what you feel is most important when writing reports?**

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**6. What is your experience working with the general public?**

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Qualification Sheet (page 2)

**7. This position requires excellent interpersonal and communication skills, so please describe how you have provided this in a previous job.**

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**8. Have you worked with federal cash reporting requirements to comply with Title 31? Please describe your experience.**

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**9. Are you able to work well under pressure and work effectively to solve problems? Provide an example of how you have completed a work task while under pressure.**

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**10. What is your knowledge of Tribal / State / Federal gaming regulations?**

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