

Baraga Property

16449 Michigan Avenue
Baraga, MI 49908
906-353-6623 x4188
Fax: 906-353-8786



Marquette Property

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

Human Resource Department

OJIBWA CASINOS POSITION DESCRIPTION

JOB TITLE: Cage Cashier

DEPARTMENT: Cage

LOCATION: Marquette

SUPERVISOR: Cage Shift Manager

WAGE: Grade 4 (Min: \$10.00/hr + tips)
(Guaranteed minimum wage \$13.00/hr)
Part-time (up to 37 hours/wk)
Non-Exempt Position

CLOSING DATE: Continuous

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.

TO APPLY, PLEASE COMPLETE A KBIC ENTERPRISE APPLICATION AND SUBMIT IT TO:

Human Resources Department – hr@ojibwacasino.com

16449 MICHIGAN AVENUE
BARAGA, MI 49908
FAX: 906-353-8786

OR

105 ACRE TRAIL
MARQUETTE, MI 49855
FAX: 906-249-9610

POSITION SUMMARY: This position is responsible for distributing monies to gaming guests via check cashing and converts coins and tokens into currency for gaming guests. They are also responsible for the makeup and verification of bankrolls for all money-handling departments. This non-exempt position works swing shifts as assigned including nights, weekends, and holidays.

QUALIFICATIONS/REQUIREMENTS:

1. High School Diploma, GED or High School Certificate of Completion is preferred.
2. Must be able to obtain and maintain a gaming licensed throughout employment.
3. Must be at least 18 years old.
4. Good math skills are essential.
5. Must be willing to work nights, weekends and holidays.
6. Must have a contact phone number and be able to meet strict scheduled starting times.
7. Knowledge /operational skills of coin counter, coin wrapping machine and currency counters is preferred

8. Basic knowledge of start-up and close-down of cash registers is preferred.
9. Must possess excellent interpersonal and communication skills. Excellent customer/employee relation skills are required.
10. The individual must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.
11. Must be willing and able to obtain additional education and training as needed.
12. Must have a satisfactory work and attendance record.

DUTIES AND RESPONSIBILITIES:

- Safeguards casino bankroll.
- Maintains and monitors all funds entrusted to them on an assigned shift.
- Order monies through exchange slips.
- Cashes checks upon approval of credit and proper identification, converts tokens, chips and coin for gaming guests, dealers and floor personnel.
- Supplies currency and coin to other departments as needed.
- Distributes and collects keys, allots jackpots to slot attendants.
- Aids customers in completing information necessary to process new check cashing applications.
- Handles fill requests and/or transfers monies between banks and vaults. Inputs transactions into the computer for the customer information file.
- Operates coin sorter to help replenish rolled coins.
- Will attain knowledge of Title 31 federal cash reporting requirements.
- Has sole responsibility and accountability for chip/cash fund while on duty and balances bank at start and end of shift.
- Performs all transactions with guests in a confidential manner.
- Provides prompt, friendly, courteous and quality service to our customers, addressing both customer and employee needs.
- 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, carry up to twenty four (24) pounds and lift up to fifty (50) pounds. May occasionally reach above shoulder level.
2. Must be able to tolerate varying levels of noise, dust and/or smoke.
3. Employee must pass a pre-employment background check, physical and drug screen.

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.