



# WIN-RIVER RESORT & CASINO

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Gift Shop Attendant
<b>DEPARTMENT:</b>	Gift Shop
<b>REPORTS TO:</b>	Hotel and Spa Manager
<b>SALARY:</b>	Grade 2, Entry \$13.04/hourly
<b>CLASSIFICATION:</b>	Non-Exempt
<b>SUPERVISES:</b>	None
<b>JOB SUMMARY:</b>	This team member processes sales, maintains gift shop inventory, stocks shelves, and ensures cleanliness of the Gift Shop

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

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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. Serves as a retail cashier for all Gift Shop transactions
2. Maintains knowledge of retail prices of regular and sale items
3. Maintains knowledge of Gift Shop specials and promotions and answers questions regarding merchandise
4. Provides prompt, efficient, and courteous service to guests
5. Performs cleaning and inventory stocking duties according to departmental policies and procedures
6. Ensures all cash handling conforms to departmental policies and applicable regulations
7. Balances cash drawer daily and compares totals with computer totals. Reports discrepancies as required and in a timely manner
8. Performs all duties in a manner that continually supports the vision, mission, values, and principles of the Resort & Casino
9. Performs all duties in a manner that adheres to the guest service standards established by Win-River Resort & Casino's guest service program
10. Other duties as assigned by Hotel and Spa Manager

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### EDUCATION REQUIREMENTS

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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 preferred

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### **EXPERIENCE AND KNOWLEDGE REQUIREMENTS**

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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:

- One (1) year of cash handling experience is preferred
- A strong combination of written and verbal communication skills to write, read, and comprehend written correspondence is required
- The ability to effectively communicate with guests and team members in a positive manner is required
- Working knowledge of Microsoft Office applications and online point of sales systems is preferred

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### **PHYSICAL REQUIREMENTS**

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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:

- Continuously stands
- Frequently walks, bends/stoops, climbs, reaches above and below shoulder level, kneels, and squats
- Frequently lifts/carries up to fifty (50) pounds
- Occasionally lifts/carries up to seventy five (75) pounds
- Frequently pushes/pulls up to fifty (50) pounds
- Occasionally pushes/pulls up to seventy five (75) pounds
- The ability to use office equipment including, but not limited to computer keyboard, calculator, general office equipment, and multi-line telephone, is required

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### **WORKING CONDITIONS**

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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

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## OTHER INFORMATION

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- Native American Preference Policy applies
- This individual must be able to meet the suitability requirements of the Redding Rancheria's Gaming Agency to obtain a gaming license
- Win-River Resort & Casino is a drug-free workplace
- This job description does not list all the duties of the job. You 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"
- 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

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