



WIN-RIVER RESORT & CASINO

JOB DESCRIPTION

JOB TITLE:	Slot Floor Cashier
DEPARTMENT:	Slots
REPORTS TO:	Slot Manager
SALARY:	Grade 3, Entry \$14.05/hourly
CLASSIFICATION:	Non-exempt
SUPERVISES:	None
JOB SUMMARY:	This team member is responsible for all cash transactions for guests in assigned areas of the gaming floor

ESSENTIAL DUTIES AND RESPONSIBILITIES

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. Processes cash transactions for guests in a timely manner while following departmental policies and procedures
2. May assist in training new team members and answers team member questions
3. Application of federal cash reporting requirements
4. Ensures all cash handling conforms to departmental policies and applicable regulations
5. Balances cash drawer daily and compares totals with computer totals. Reports discrepancies as required
6. Must be able to separate and print ticket reports as required by the Finance Department
7. Ensures the security and confidentiality of private guest information
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 the Resort & Casino's guest service program
10. Other duties as assigned by the Slot Manager

EDUCATION REQUIREMENTS

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 equivalency of, is preferred

EXPERIENCE AND KNOWLEDGE REQUIREMENTS

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:

- A strong combination of written and verbal communication skills to write, read, and comprehend written correspondence, concurrent with the ability to effectively communicate with guests and team members of the organization is required
- Strong mathematic skills and ability to use a calculator and 10-key adding machine is required
- The ability to perform job functions in an atmosphere where priorities and deadlines may change frequently is required

PHYSICAL REQUIREMENTS

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 and walks
- Frequently reaches below shoulder level
- Occasionally bends/stoops and reaches above shoulder level
- Occasionally lifts/carries up to twenty five (25) pounds is required
- Continuously pushes/pulls up to fifty (50) pounds is required
- Frequently pushes/pulls up to twenty five (25) pounds is required

WORKING CONDITIONS

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

OTHER INFORMATION

- 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

- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- 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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