



CASHIER JOB DESCRIPTION

Job Duties and Responsibilities:

The cashier is an important position in the organization. The success of the business depends upon the cashier's ability to handle money with promptness and accuracy. The cashier represents the Casino and must deliver customer service in a timely, friendly and efficient manner to all patrons.

The cashier is responsible for the cashier area; you will be required to exchange cash for chips, payout slot vouchers, credit card transactions, verify information for check cashing privileges, prepare pit fills, jackpot payout/fill slips, maintain control over pit and slot key access logs, verify and accept money from hard and soft counts and prepare cash inventory reports and daily cash summaries. The cashier will be responsible to count down bar and restaurant tills and take in any deposits from those tills. The tills will then be re-established to the original specified cash amount. The cashier area is counted down at the end of every shift to ascertain the opening bankroll. You are required to familiarize yourself with the club center and the current promotions being marketed. **All cage accounting information must be kept confidential.**

Lifting requirement: 20 lbs. – A basic knowledge of computers – Job requires standing for long periods of time

Cage Duties Overview

- Keeping a record of all exchange transactions
- In charge of running an accurate and smooth money exchange
- In charge of maintaining cage security
- In charge of reconciling transactions
- Offering prompt and friendly customer service to patrons
- Follows and enforces company policies and procedures

A CURRENT SOUTH DAKOTA GAMING LICENSE AND NAME TAG MUST BE WORN AT ALL TIMES

You must obey and enforce all gaming rules and regulations in addition to all South Dakota, Federal and local laws as required.

OUR BUSINESS IS HOSPITALITY

Our business existence is dependent on how well we meet our responsibilities. Your first responsibility is to our guests. We must appeal to a broad spectrum of consumers and provide our services in a professional manner to satisfy the customer's needs

I am able to comply with the job description above and fulfill these requirements

Signature _____

Date _____

While this is intended to be a representative reflection of the current job description, management reserves the right to revise the job or require that other tasks be performed at any time.

Apply: send resume to Patti Hall at patti@mineralpalace.com