



POSITION DESCRIPTION

Bay Mills Resort & Casinos

POSITION:	Cage Cashier	LICENSED:	Yes
DEPARTMENT:	Cage Department	GRADE:	12 (\$12.75-19.13)
REPORTS TO:	Cage Supervisor/Vault Supervisor	STATUS:	Non-Exempt

POSITION SUMMARY:

Under the supervision of the Cage Supervisor/Vault Supervisor, the position is responsible for servicing departments throughout the casino with chips, tokens, currency, and coin.

ESSENTIAL FUNCTIONS:

1. Provides exemplary customer service by “Exceeding Expectations One Opportunity at a Time”.
2. Safeguard cashier bankroll.
3. Count and verify all cash in drawer at beginning and ending of shift.
4. Maintains drawer in an efficient and orderly manner.
5. Redeem gaming chips from guest in exchange for currency and coin.
6. Cash customer checks following check cashing policy.
7. Issue table chip fills and chip credits.
8. Issue slot machine hand-pays and jackpot payouts.
9. Follow all Title 31, IRS, and department reporting requirements.
10. Issue and receive sensitive access cards/keys.
11. Ensures proper documentation of all cashier items.
12. Completes all cage logs as necessary.
13. Ensures that all cashier activity is in balance and reconciles in a timely manner.
14. Utilizes counting machines to assist in the accurate count of drawer contents.
15. Ensures that all required paperwork is completed and submitted to Vault Cashier in a timely manner.
16. Ensures cage information be kept strictly confidential for the protection and privacy of our guest and co-workers.
17. Responsible for learning and following the daily policies and procedures for the Cage and Bay Mills Resort & Casinos.
18. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Directing, including Title 31.
19. Performs and ensures compliance with the Bay Mills Gaming Commission Rules and Regulations.
20. Other duties may be assigned within the scope and complexity of this position’s essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit with occasional walking and standing. Occasionally the employee must crawl and crouch with frequent bending, squatting, kneeling, balancing, and push/pulling. The employee must occasionally lift and/or move up to 50 pounds while frequently lifting and/or moving up to 35 pounds.

POSITION REQUIREMENTS:

1. Must have a high school diploma or equivalent.
2. Must have one to three months related cashiering experience and/or training.
3. Must be able to obtain a gaming license through the Bay Mills Gaming Commission and maintain eligibility throughout employment.
4. Must have ability to use equipment such as coin sorters, currency counters, and adding machines.
5. Must have an excellent communication skills.
6. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
7. Must present a well-groomed, professional appearance and speak, understand and write in the English language.
8. Must have an excellent past work history and attendance record.
9. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: January 25, 2023 @ 4:30 pm

APPLY TO: Send Resume and Application to:

Anna Carrick or Renae Wiczorek
Human Resources Generalists
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8523 or (906)-248-8521

recruitment@baymills.org

Subject: Cage Cashier

Applications can be found on the Bay Mills website at www.baymills.org under the employment section