

Baraga Property

16449 Michigan Avenue
Baraga, MI 49908
906-353-6623 x4120
Fax: 906-353-8786

**Marquette Property**

200 Zhooniyaa Miikana
Marquette, MI 49855
906-249-4200 x204
Fax: 906-249-9610

Human Resource Office**OJIBWA CASINOS POSITION DESCRIPTION**

JOB TITLE: Cage Cashier
Part time

DEPARTMENT: Cage

LOCATION: Baraga/Marquette
(Bold indicates Job Location)

SUPERVISOR: Cage Shift Manager

WAGE: Grade 3
Min-\$9.80, max-\$11.59

CLOSING DATE: Ongoing

Applicants will be placed in an employment pool and notified as positions become available.

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.

APPLICATIONS/RESUMES MUST BE SUBMITTED TO:

HUMAN RESOURCE DEPARTMENT
16449 MICHIGAN AVENUE
BARAGA, MI. 49908

OR:

HUMAN RESOURCES
105 ACRE TRAIL
MARQUETTE, MI. 49855

QUALIFICATIONS/REQUIREMENTS:

- High School Diploma, GED or a High School Certificate of Completion is necessary (Waived for those 62 years of age and above and meet all the qualifications in the job descriptions). This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director/Manager and [Human Resources Director](#)).
1. Must be able to be licensed.
 2. Must be 18 years of age or older.
 3. Must be willing to work nights, weekends and holidays.
 4. Must have a contact phone number and be able to meet strict scheduled starting times.
 5. Knowledge /operational skills of coin counter, coin wrapping machine and currency counters is preferred
 6. Good math skills are essential.
 7. Basic knowledge of start-up and close-down of cash registers is preferred.
 8. Must possess excellent interpersonal and communication skills. Excellent customer/employee relation skills are required.

9. The individual must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.
10. Must be willing and able to obtain additional education and training as needed.

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.

DUTIES AND RESPONSIBILITIES:

1. Safeguards casino bankroll.
2. Maintains and monitors all funds entrusted to them on an assigned shift.
3. Order monies through exchange slips.
4. Cashes checks upon approval of credit and proper identification, converts tokens, chips and coin for gaming guests, dealers and floor personnel.
5. Supplies currency and coin to other departments as needed.
6. Distributes and collects keys, allots jackpots to slot attendants.
7. Aids customers in completing information necessary to process new check cashing applications.
8. Handles fill requests and/or transfers monies between banks and vaults. Inputs transactions into the computer for the customer information file.
9. Operates coin sorter to help replenish rolled coins.
10. Will attain knowledge of Title 31 federal cash reporting requirements.
11. Has sole responsibility and accountability for chip/cash fund while on duty and balances bank at start and end of shift.
12. Performs all transactions with guests in a confidential manner.
13. Provides prompt, friendly, courteous and quality service to our customers, addressing both customer and employee needs.
14. 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. The work environment is not noise, dust or smoke free.
3. Employee must pass a pre-employment physical and drug screen. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.

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.

Updated job description 2/16.