



# Kla-Mo-Ya Casino, Corporation

34333 Hwy 97 N ♦ Chiloquin, OR 97624 ♦ 541.783.7529

[www.klamoyacasino.com](http://www.klamoyacasino.com)

## CAGE CASHIER

- REPORTING TO:** Lead Cage Supervisor – Cage Manager
- CLASSIFICATION:** Non-Management, Hourly, Regular, Full-Time
- SECURITY CLEARANCE:** CLASS III
- BENEFITS:** Eligible employees (working 30 hours or more) to receive medical, dental, and vision insurance, 401 (k) retirement plan, life and accidental death and dismemberment insurance, flexible spending accounts, supplemental life insurance, and employee assistance program. Additional benefits include company paid holidays, sick leave, vacation, paid jury duty, paid bereavement leave, and employee discounts.

### INTRODUCTION

Reporting to the Cage Lead Supervisor, the Cage Cashier is responsible for performing cashiering functions, assisting other cashiers as necessary and maintaining cage records and reports as required.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for redeeming cash equivalents, redeeming chips, operating check cashing terminals, completing computerized transactions, and counting cash accurately.
2. Maintaining all assigned records and reports in accordance with department regulations in a timely and accurate manner.
3. Assist other cage personnel when necessary or assigned.
4. Maintain a Cash Desk, Employee/Chip cash desk or Main Bank as assigned.
5. Maintain strict confidentiality of all Casino records, business, department, and organization.
6. Exhibit excellent customer service and team member relations.

### ADDITIONAL DUTIES

1. Adheres to Casino standards for guest service and confidentiality.
2. Refers guest problems or complaints to appropriate supervisors according to Casino policies.
3. Reports and documents any observed or known safety hazard, conditions or unsafe practices and procedures to management immediately
4. Performs other job-related duties as directed.

### KNOWLEDGE, SKILLS AND ABILITIES

- Ability to learn and adhere to Casino and departmental policies, procedures, and internal controls.
- Ability to perform and calculate basic math equations.
- Willingness to work irregular schedules which will include weekends and holidays.
- Ability to function effectively and efficiently under pressure of time and/or demands.
- Ability to communicate clearly and concisely.
- Must possess and demonstrate excellent customer service skills.
- Ability to work as a team member.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.



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### **SUPERVISORY CONTROLS**

The Cage Cashier works under the direct supervision of the Cage Shift Supervisor who provides general instructions. Work is assigned in terms of urgency and objectives. The Cage Cashier must be able to work independently and follow directions.

### **QUALIFICATIONS, EXPERIENCE AND EDUCATION**

- High School Diploma or equivalent. **REQUIRED**
- Non-Indians must be at least twenty-one (21) years of age. **REQUIRED**
- One (1) year cash handling skill. **REQUIRED**
- Two (2) years' experience in a customer service field. **REQUIRED**
- Two (2) years cashiering experience. **PREFERRED**
- 10-key operation and basic computer skills. **PREFERRED**
- Must submit to and clear an Alcohol/Drug Screen. **REQUIRED**
- Must be Licensable by the Klamath Tribes Gaming Regulatory Commission. **REQUIRED**
- Indian Preference will apply.

### **COVID-19 CONSIDERATIONS**

All Team Members are required under The Klamath Tribes' Mandatory COVID-19 Vaccination Policy to be fully vaccinated for COVID-19, unless they have an approved medical or religious exemption. In addition, All Team Members are required to self-report on the Kokomo system. Sanitation and cleanliness protocols are strictly enforced. These guidelines may change as needed and advised.

### **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. I have read this job description and fully understand the requirements set forth therein. I also understand that this is to be used as a guide and not necessarily all-inclusive of the position duties. The job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with KLA-MO-YA Casino Corporation.

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Employee Signature

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Date