



LA JOLLA TRADING POST CASINO

22003 Hwy 76 * Pauma Valley, CA. 92061

(760) 742-0460

JOB DESCRIPTION

Title: Cage Cashier
Enterprise: Casino
Deadline: Open Until Filled

Reports to: Shift Manager
Classification: Non-Exempt
Pay Rate: \$12.50 to \$16.50

Job Summary:

Executes monetary transactions for guests at assigned cage window. Maintain knowledge and adhere to Title 31, Tribal Internal Controls, Gaming Regulations and departmental policy and procedures.

Duties:

- Provide sole responsibility and accountability for all monetary instruments, i.e. Cash, and all transactions in assigned window.
- Assist guests by redeeming slot machine tickets/vouchers for cash; perform currency exchanges; cashing guests' checks; and processing credit card cash advances and debit card withdrawals.
- Disburse requested monies to gaming operations team members according to established guidelines.
- Use several different software applications and electronic equipment, to process, track, report, and balance transactions performed.
- Complete all Title 31 and tax process paperwork.
- Counting/balancing cash and transactional instruments at end of shift, reporting any variances to Shift Manager.
- Transport even exchanges to cage and vault.
- Responsible for the accuracy of signatures and documentation.
- Applies positive communication and interpersonal skills with guests, (internal and external) at all times.

- Performs all duties in accordance with approved policies, procedures, Gaming Regulations MICS, Title 31, and Tribal Internal Controls.
- Maintains neat & professional appearance in accordance with HR policy.
- Maintains confidentiality at all times.
- Other duties as assigned as duties and responsibilities may be changed, expanded, reduced or deleted to meet business needs of the company

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and meet the minimum requirements listed below representative of the education, training, experience, knowledge, skill and/or ability required.
- Must be 21 years of age.
- Must pass a written math test.
- GAMING INDUSTRY EXPERIENCE IS PREFERRED.

Additional Requirements:

- Light work – Exerting up to 20 pounds of force occasionally, and/or 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects.
- Ability to stand during entire shift.
- Flexible and long hours sometimes required
- Must submit and pass background and drug/alcohol test.
- Must be able to obtain and maintain a gaming license

NATIVE PREFERENCE

Submit application at:
La Jolla Tribal Hall Administration Building
22000 HWY 76
Pauma Valley, CA 92061
760-742-3771