

DOUBLE EAGLE HOTEL & CASINO

JOB TITLE: Cage Cashier

JOB DESCRIPTION

SUMMARY: A Cashier provides cashier services to casino customers and employees in accordance with Colorado Limited Gaming Regulations and Double Eagle Resorts policy and procedures.

DUTIES AND RESPONSIBILITIES:

Cashier Services to Casino Customers. Provide cashier services to customers including change for the operation of slot machines and participation in table games, cashing of TITO tickets, conversion of coin into cash, consolidating or breaking cash, conversion of gaming tokens into cash, conversion of table game chips into cash, cashing of promotional coupons, cashing of VIP vouchers and the cashing of checks for participation in limited gaming.

Casino Operation Support. Support of casino operations is an extension of service to Casino Customers and should be treated with the same priority. Casino Operation Support includes the payment of jackpots, fulfilling requests for slot machine and table game fills, issuance of promotional funds, counting and verifying money from machine and table drops, kiosk fills and payment of customer service requests of the Key Manager on Duty.

Casino Staff Support. Support casino staff through the issuance and receipt of keys, issuance and receipt of banks, provide currency for the testing of machines, receipt of departmental tips, receipt of departmental revenue, consolidation of individual tips, and other duties as assigned by the Cage Manager.

Cage Operation. Completes duties required for the operation of the cage(s) including preparation of deposits, counting currency, strapping cash, wrapping coin, verifying cage and imprest bank inventories, preparation of change banks, completion of daily revenue summaries and forms required by accounting, and any procedure deemed necessary for the operation of the department.

Gaming Compliance. Perform responsibilities in compliance with the Colorado Limited Gaming Act.

Company Policy & Procedure Compliance. Perform responsibilities in compliance with the policies and procedures of Double Eagle Resorts, Inc.

Safety Compliance. Maintain a clean and safe work environment. Perform duties in compliance with safety procedures. Report any unsafe conditions or practices to the Cage Manager, safety committee or Key Manager on Duty.

Demonstrate Customer Service and Team Work. Develop and maintain effective working relationships and demonstrate good customer service skills with all customers, co-workers and managers. Maintain an alertness for the performance of all responsibilities and a general awareness of casino operations at all times. Keep Management informed of any concerns.

UNDERAGE GAMBLING / UNDERAGE DRINKING / CHECKING ID's: It is your responsibility to ensure no person under the age of twenty-one (21) is consuming any alcoholic beverages, gambling, lingering in a gaming area or sitting in a gaming area. This guideline includes underage and off-duty employees. The best way to assure compliance is to ask for ID. Remember, many people look older than they really are. If anyone looks like they are under thirty-five (35) years of age, you are to ask for their ID. If you have questions about any ID call the Key on Duty. In addition, you will be responsible to attend the annual retraining of Underage Gambling, Alcohol and checking of ID's.

QUALIFICATION REQUIREMENTS: Demonstrated knowledge of casino operations, and gaming rules and regulations. Demonstrated experience receiving, securing, handling, counting and reconciling, and distributing large sums of money quickly and accurately. Demonstrated effective and diplomatic customer service and communication skills, which include contacts with employees and customers.

EDUCATION AND/OR EXPERIENCE:

High School Diploma or equivalent. One (1) or more years of recent and related experience as a cashier, preferably within a gaming environment.

REASONING ABILITY: No decision-making is required beyond scope of essential duties.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a valid and current State of Colorado Gaming License. Must be at least twenty-one (21) years of age.

OTHER SKILLS/ABILITIES: Operation of a 10-key calculator and basic computer skills.

PHYSICAL DEMANDS: Essential duties involve performing physical exertion (employee must acknowledge understanding of demands with their initials next to each demand): Frequent brisk walking, climbing stairs. Stooping, bending, reaching, pushing. Standing for an entire work shift [up to 12 hours] with standard breaks. Essential duties require lifting 35 or more pounds; and working a standard workweek with additional hours on a routine basis.

WORK ENVIRONMENT: Essential duties involve working with large numbers of people while primarily in an inside environment, which is frequently loud or containing high noise levels.

MATERIALS AND EQUIPMENT DIRECTLY USED: Equipment used includes: dollies and carts for transporting inventory, coin/money machines, coin wrapper, whiz box, computers, photocopiers, and calculators.

BENEFITS AVAILABLE: Paid lunch break, 35% discount on employee meals, 50% discount on Ramblin' Express bus tickets, paid vacation (based on hours worked), employee share health insurance with H.S.A. option, full premium vision, dental, accident and other supplemental insurance available for full time employees after 60 days of employment.

Job description is subject to change.