MENOMINEE
CASINO RESORT

Menominee Casino Resort

2nd Posting

Position	Count Team Cashier	**Job Status**	Part-Time
		Minimum Age	18
Wage			
Date Posted	Monday, August 14, 2017 8:00:00 AM		
Date Closed	Friday, August 18, 2017 4:30:00 PM		

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

Responsible for the slot drop pick-up, verification and transferring of the slot drop to the vault, handling table games drops, audit fills, tips and reconciliations, verifying and transferring of various concessions income to the vault, ensuring compliance with applicable laws, rules and regulations of the Gaming Commission, Federal and State laws governing monetary transactions and company policies, procedures and controls.

ESSENTIAL DUTIES AND RESPONSIBILITIES

•Maintains a thorough, working knowledge of laws, rules and regulations of the Gaming Commission, as well as company policies, procedures and controls.
•Ensures the integrity of all count transactions at Casino and Thunderbird Club.
•Assists in table games, slot and concession drops, counting money, and reconciling revenue.
•Prepares various reports, including stiff sheets, transfer sheets, audit fills and credit slips; reconciles all totals and forwards all information to appropriate individual(s).
•Maintains all records, reports and other required paperwork in the Count Department.
•Inputs daily information into the CMP and SDS Programs.
•Handles the slot drop pick-ups, verification and transferring the slot drop to the vault.
•Handles the pick-ups, verification and transfer of various Concessions to the vault.
•Operates the equipment in the Count Rooms, and performs minor repairs and maintenance, as needed.
•Facilitates the flow of information, by attending regularly scheduled departmental meetings.
•Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports.
•Responsible for maintaining a consistent, regular attendance record.
•Any other duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. . Must be at least 18 years of age. Must be able to work odd hours, which include weekends, holidays and evening hours.

EDUCATION and/or EXPERIENCE

High School diploma or its equivalency required.

SPECIAL QUALIFICATIONS

Effective communication skills required. Must be extremely numbers-oriented and computer-literate. Knowledge of computers and calculators. Shall have mechanical skills to operate various kinds of equipment. Previous money handling experience required.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS:
No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:
•Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
•A felony conviction of any kind in the immediately preceding two years
•A crime of any kind related to gambling in the immediately preceding two years
•A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years.
•A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs, during the immediately preceding two years.
•In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact.

Hiring in Gaming Positon is contingent upon criminal background check.

LANGUAGE SKILLS

Ability to read, analyze, and interpret basic instructions furnished in written, oral or diagram form.

MATHEMATICAL SKILLS

Ability to add, subtracts, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Candidate must pass Math test prior to receiving an interview. Candidate must complete Calculator test prior to interview. Calculator test results will be used for informational purposes only.

REASONING ABILITY

Ability to apply common sense reasoning to a variety of situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

Shall be in good physical condition and capable of heavy lifting and able to assist in pushing carts.

The Employee is regularly required to stand for long periods of time.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Employee regularly works with money.

The noise level in the work environment is usually moderate to loud.

TRIBAL REQUIREMENTS:
Must be able to withstand a background check.

Must be able to be approved for and maintain a valid gaming license.
Preference will be given to qualified Menominee or other Native American applicant.