

Mazatzal Hotel & Casino

JOB ANNOUNCEMENT

POSITION: Vault Cashier
DEPARTMENT: Cage/Vault
STATUS: Full-time
RATE: \$18.00 p/hr + *Tips*

SHIFT: Swings/Graves
REPORTS TO: Cage Manager & Director of Cage Operations
SUPERVISES: N/A

JOB SUMMARY: Responsible for casino funds entrusted during his/her assigned shift. Performs jackpot and fill transactions as necessary throughout the shift. Accept, verify and document on appropriate forms the cash in, cash out and check cashing transactions handled during the shift. Performs job tasks in the vault as necessary.

ESSENTIAL JOB FUNCTIONS:

- Responsible for selling and redeeming cash and tokens for players.
- Cashing travelers' checks and processing credit card advances using the global cash systems.
- Solely responsible and accountable for cash funds at assigned window during their shift.
- Must process transactions accurately and maintain variances to an absolute minimum.
- Must be able to work in a fast paced environment and maintain a high degree of concentration to perform the required work tasks.
- Lifting requirements in excess of 32 lbs. or greater "repetitive".
- Performs other job related duties as assigned.
- Must be good at 10 key calculator and data entry

MINIMUM QUALIFICATIONS:

- Must Count Large sums of money & handling accurately
- Must have experience with 10-key calculator skillfully.
- Previous banking or credit union experience.
- Excellent guest service skills.
- Team player.
- Professional appearance/behavior
- **Must have knowledge of computer and excel experience, and comfortable with using a computer.**
- **Some experience in cash handling.**
- **Schedule flexibility/availability.**

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.
- Physically mobile with reasonable accommodations to stand for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned area.
- Respond to visual and auditory cues.
- Read, write, speak and understand English.
- Operate in mentally and physically stressful situations.
- Must stand and walk 10% of work time and sitting 80% of work time.
- **Must be able to lift up 20 pounds and carry up to 15 pounds.**
- Must have manual dexterity and coordination to operated equipment, including a 10 key adding machine, PC computers, fax machine and photo copier.

Mazatzal Hotel & Casino reserves the right to make changes to the above job description whenever necessary.