



**MENOMINEE**  
CASINO RESORT

## Menominee Casino Resort

### 1st Posting

**Position** Gift Shop Cashier

**Job Status** Part-Time

**Minimum Age** 18

**Wage** \$15.00

**Date Posted** Thursday, February 22, 2024 8:00:00 AM

**Date Closed** Wednesday, February 28, 2024 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 greeting guests in a courteous, friendly manner, thereby ensuring that consistent revenue is generated in the Gift Shop. Works in a team environment with the teamwork mentality.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Welcome guests to the Gift Shop in a friendly, courteous manner, working to achieve a maximum level of guest service and satisfaction.
- Responsible for maintaining a neat, clean uniform and appearance.
- Become familiar with and perform all functions of the cash register, including acceptance of payment for retail sales; in the form of cash, credit card, checks or purchase orders, and troubleshooting, etc.
- Taking special orders for cigarettes and tobacco products on appropriate forms.
- Becomes familiar with all Gift Shop merchandise and inventory, and provides assistance and information to guests.
- Responsible for properly closing out till at shift end and with security escort take all contents to vault where it will be counted and verified.
- Responsible for all shortages. All shortages will be cashier's responsibility to re-pay.
- Responsible for adhering to our WE CARD PROGRAM, (NO SALES OF TOBACCO TO GUESTS UNDER AGE OF 21.)
- Responsible for stocking, cleaning, dusting, folding clothing, facing shelves daily, and vacuuming. Also responsible for rotating cigarettes and tobacco products when restocking to prevent drying. Assists in stocking of incoming deliveries of tobacco, cigarettes, and merchandise.
- Maintains a neat, clean/sanitary work area.
- Ensures proper inventory control, by maintaining accurate records of merchandise sold and stock on hand.
- Responsible for ensuring items are affixed with a security tag to prevent/deter theft, removal of those tags upon purchase of items. Also responsible for observing guests to prevent/deter theft.
- Responsible for performing mandatory monthly inventory count with the team.
- Maintains a working knowledge of facilities and upcoming events on property, in order to advise guests, upon request.
- Communicates important, relevant information to following shift and management.
- Assists in training new staff, assuring proper procedures and policies are followed to maintain superior guest service and teamwork.
- Assists the Gift Shop Manager and Supervisor in creating and setting up displays of merchandise, or taking down/removing displays, upon request.
- Facilitates the flow of information, by attending scheduled departmental meetings.
- Inspects merchandise, to ensure it is correctly priced and displayed.
- Responsible for maintaining a consistent, regular attendance record, and adhering to the Gift Shop Employee Manual and all new posted rules, memos, and regulations.
- Responsible for calling Security to check outgoing empty boxes/bags to ensure integrity of the Gift Shop.
- Responsible for reporting and turning over Found Money to Security.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed Thursday, February 22, 2024 10:52 AM



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below are representative of the knowledge, skill, and/or ability required. Must be eighteen (18) years of age or older to apply. Must be able to work weekends and unusual hours. Computer experience preferred. Money handling experience required. Must have the ability to lift at least 25 lbs. Must not have been convicted of shoplifting or theft in the past five (5) years. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High School diploma or GED required. Experience with cash handling is required.

**SPECIAL QUALIFICATIONS**

Must possess effective communication skills. Shall have demonstrated a proven work record in previous positions.

**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.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to apply commonsense decisions during transactions to ensure superior guest service.

**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, use hands to finger, handle, or feel objects, tools or controls throughout their entire shift. The Employee is consistently required to reach with hands and arms, climb or balance on step stool for merchandise; bend, stoop, kneel, crouch or crawl. Employee must also have the ability to lift at least 25 lbs.

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

Preference given to qualified Menominee or other Native American applicants.