



MENOMINEE
CASINO RESORT

Menominee Casino Resort

2nd Posting

Position Cage Supervisor

Job Status Full-Time

Minimum Age 21

Wage \$17.65

Date Posted Thursday, May 09, 2024 8:00:00 AM

Date Closed Monday, June 10, 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 ensuring that all accounting activities in the Cage Department are performed accurately and efficiently, in accordance with all applicable laws, rules and regulations of the Gaming Commission, and established company policies, procedures and controls.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists Cage Manager with the development and implementation of departmental policies and procedures, which enable the Cage to function more effectively.
- Maintains adequate staffing levels in the Cage, by interviewing, selecting, training, scheduling, evaluating, assisting with career development, promoting, disciplining and terminating Employees, as needed.
- Ensures the integrity of all financial data produced by Employees under his/her span of control.
- Monitors all financial activities, which relate to Cage, to ensure that all applicable laws, rules, regulations and controls of the company, and the Gaming Commission are enforced throughout the property.
- Responsible for time sheets and tips with submission to payroll. Responsible for posting employee attendance to individual card.
- Responsible for filling in as a Cage Cashier and/or Lead Cage Cashier as needed.
- Responsible for recording documentation on employee cards for disciplinary actions/concerns/complaints, etc.
- Responsible for maintaining employee uniform inventory. Includes sign in and out of inventory and re-stocking as needed.
- Responsible for re-stocking of supplies to booth and reordering as necessary.
- Responsible for employee signing Payroll Wage Assignment forms for variances.
- Responsible for placing service calls on equipment in the cashier booth.
- Ensure the enforcement of Title 31 Bank Secrecy Act Policies and Procedures that pertain to the cage cashiers.
- Assists the Cashier Lead Person in understanding the complexities of certain responsibilities within the department.
- Ensures a maximum level of property-wide service and satisfaction, with respect to the Cage, is achieved and maintained.
- Facilitates the flow of information, by organizing and presiding over regularly scheduled meetings with all Employees under his/her span of control.
- Held accountable, to a very high degree, for the accuracy and thoroughness of departmental records and reports.
- Responsible for maintaining a consistent, regular attendance record.
- Any other duties assigned by supervisor.

SUPERVISORY RESPONSIBILITIES

Responsible for the supervision of the activities of all Employees in the Cage.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Responsible for maintaining employee attendance records, tip sheets, approving time sheets, request for leave, vacation, etc.



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Responsible for preparation of daily work schedules for cage cashiers.

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 21 years of age or older.

EDUCATION and/or EXPERIENCE

Shall have a high school diploma or its equivalency. Minimum of two years cashiering and some supervisory experience required.

SPECIAL QUALIFICATIONS

Must possess excellent communication, organizational, and analytical skills. Must be extremely numbers-oriented and computer-literate.

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.

TRIBAL REQUIREMENTS:

- Must be able to withstand a background check.
- Must not have been convicted of a felony.
- Must not have been convicted of shoplifting or stealing within the past five years.
- 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.

LANGUAGE SKILLS

Ability to read, analyze, and interpret documents. Ability to respond to common inquiries or complaints from guests, regulatory agencies, or members of the business community. Ability to effectively present information in one-on-one and small group situations.

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 define problems, collect data, establish facts, and draw valid conclusions.

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.

The Employee may be required to stand, for long periods of time, at the Cage counter, to assist Employees under his/her span of control.



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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 is regularly exposed to risk of radiation (from computers), as a great deal of the workday is spent working on spreadsheets or inputting data into the computer system.

The noise level in the work environment is usually moderate.