



## Position Announcement

**Position Title:** Cashier  
**Department:** Cage  
**Supervised By:** Cash Desk Supervisor  
**Supervises:** None  
**Grade:** 3  
**Starting Salary:** DOE  
**Benefits:** Yes, see below

### General Statement of Responsibilities:

The cashier is responsible for providing great customer service while making change, paying out jackpots, adhering to proper check cashing, key, and safety procedures, and completing standard cash desk paperwork. This position requires attention to detail, good math skills, and following procedures and can sometimes be fast paced.

**\*Must be willing to work in a secondhand smoke environment.**

### Specific Areas of Responsibilities:

- Make change.
- Greet customers.
- Help on the floor as needed.
- Maintain customer service transactions at the cash desk windows with total accuracy, acceptable speed, and paramount courtesy.
- Using the standard cash desk paperwork, the cashier will balance the cash drawers at the start and end of each shift.
- Shift duties include making change for customers and team members, exchanging currency, chips, coins, and checks.
- Pay out Jackpots and ensure that the paperwork is filled out correctly.
- Issue keys to personnel in accordance with the current Key Procedures and make sure that all signatures are accounted for.

- Ensure that their drawer is locked and secured when unattended and the door to the vault area is always shut.
- Follow proper check cashing procedures and proper phone etiquette.
- Duties may progress to include balancing vault, making deposits, counting and receiving count coins and currency.
- Must maintain a working knowledge of the N.I.G.C.M.I.C.S., Diamond Mountain Casino Operational Control Procedures and Title 31 Procedures.
- Help ensure a clean and friendly environment for guests.
- Keep the Cash Cage area clean and sanitized.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Adding Machine.
- Basic Computer Skills (Google Worksheets, email, and industry specific software).
- Count Machine.
- Ability to count money.
- Ability to make change.
- Communicate clearly in a professional manner.

### **Minimum Qualifications:**

- Must be 21 years of age.
- Must have High School Diploma or equivalent.
- Must be able to pass a background check and obtain a gaming license.
- Must pass pre-employment drug screening.

### **Physical Qualifications:**

Requires standing, bending, reaching, walking, sitting, finger dexterity, grasping, repetitive motions, and the ability to lift up to 30 pounds.

### **Health Acknowledgment:**

Requires working in a second-hand smoke environment.

### **Preference Policy:**

Preference will be given to qualified Susanville Indian Rancheria Tribal Members. Indian preference is granted in accordance with P.L. 93-638.

## **Diamond Mountain Casino & Hotel Benefits Package:**

The Diamond Mountain Casino & Hotel Benefits Package includes health, dental, and vision. Team Members earn Paid Time Off (PTO) and holidays are included in each Team Member's PTO. Diamond Mountain Casino & Hotel also offers a matching 401K Retirement Plan, Education Assistance (provisions apply), Employee Assistance Program, Health Savings Accounts (HSA), gym membership discounts, discounts with two different shoe vendors, and Team Member discounts in our restaurant, coffee shop, and gift shop.

## **Application Process:**

To apply for a position with Diamond Mountain Casino & Hotel please complete our application located at the bottom of our website under "USEFUL LINKS". Our website address is, [www.dmcah.com](http://www.dmcah.com). You may also pick up an application at Diamond Mountain Casino & Hotel. Please turn your application in at the security desk located just inside the casino entrance at 900 Skyline Drive, Susanville, CA 96130. Completed applications may also be email to [jobs@dmcah.com](mailto:jobs@dmcah.com) or faxed to 530-252-1110.