



**POSTED: June 16<sup>th</sup>, 2025      DEADLINE: Until Filled**

### **JOB DESCRIPTION**

**POSITION:**                      **Cashier/Clerk**

**DEPARTMENT:**              **Hotel Resort**

**SUPERVISOR:**                **Hotel Manager**

**LOCATION:**                    **Casino Resort**

**EMPLOYMENT:**              **Full-Time**

**PAYRATE:**                    **\$14.00 - \$16.00 per hour (Non-Exempt) D.O.E.**

**LICENSE STATUS:**            **Key-Employee**

### **DESCRIPTION:**

The Cashier will perform a variety of cashiering functions at the Hotel Front Desk. Will respond positively to questions and inquiries from the public.

### **RESPONSIBILITIES:**

- Provide excellent guest service to guests, internal and external, through active guest engagement and positive attitude.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Hotel Department Policy and Procedure Manual.
- Responsible for exchange and reconciliation of currency, coin, and coupons/certificates.
- Responsible for accurate handling of all monies in their charge.
- Registering guests and reconciling guests' accounts.
- Making and modifying reservations.
- Will be required to work in any area assigned.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.
- Due to changes and modifications in jobs from time to time, employees are required to be flexible and assume other responsibilities assigned by management.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma/GED required.
- Strong mathematical aptitude is required.

- Sedentary work with standing required.
- Occasionally lifting to 5 pounds.
- Must be able to work all shifts as assigned, including weekends and holidays.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

### **PREFERRED QUALIFICATIONS**

- Previous money handling experience is preferable.
- Casino related experience is desired.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

### **PREFERENCE FOR HIRING:**

**Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:**

- **Enrolled LVD Tribal Member**
- **Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members**
- **Other Native Americans**
- **All Others**

**Date Approved by LVD Gaming Commission: 05/16/2023.**

**Date Approved by the Public Enterprise Finance Commission (PEFC): 08/29/2023.**

**Northern Waters Casino Resort**

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**Sign \_\_\_\_\_ Date \_\_\_\_\_**