



POSTED: December 8th, 2025

DEADLINE: Until Filled

JOB DESCRIPTION

POSITION: Grab and Go Outlet Cashier
DEPARTMENT: Food and Beverage
SUPERVISOR: Grab and Go Outlet Manager
LOCATION: Grab and Go Outlet
EMPLOYMENT: Full-Time/Part Time
PAYRATE: \$13.00 - \$15.00 (Non-Exempt) D.O.E
LICENSE STATUS: Key-Employee

DESCRIPTION:

The Grab and Go Outlet Cashier will be responsible for engaging customers, taking coffee/food/ice cream orders, making coffee drinks, producing food/ice cream items, selling and stocking bakery case. Grab and Go Outlet Cashiers will respond positively to questions and inquiries from external and internal customers. If we do not know the answer, we will find the answer.

RESPONSIBILITIES:

- Work in assigned area while acknowledging and greeting customers in a timely manner.
- 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, Food & Department Policy and Procedure Manual.
- Know all menu items and can explain them in detail while offering recommendations to customers.
- Follow all food and beverage recipes and consistently produce food and beverage offerings.
- Exchange and reconcile monies in the Grab and Go Outlet including cash, coins, cards, and coupons/certificates.
- Responsible for accurate handling of monies including ensuring accuracy of money in, money out of cash bank.
- Answer the phone in a timely and positive manner by following the script and prompts provided.
- Take and execute all pick-up orders in an efficient and accurate manner.
- Provide excellent hospitality experience to guests, internal and external, through active guest engagement and a positive attitude.

- All employees must be flexible and assume other responsibilities and tasks as assigned by management and as management deems necessary; this means fulfilling all other job duties as assigned that may include other outlet areas.
- Flexible with scheduled shifts and willing to work nights, weekends, and holidays.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.

MINIMUM REQUIRED QUALIFICATIONS:

- High School Diploma or GED.
- Strong mathematical skills.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

PREFERRED QUALIFICATIONS

- 1+ year of money handling experience.
- 1+ year experience in the hospitality (hotel and restaurant) industry.
- 1+ year experience in a casino setting.

PHYSICAL REQUIREMENTS

- Prolonged walking and standing for long periods of time – up to 90% of the time.
- Frequent bending and stopping.
- Ability to lift and carry up to 50 pounds.
- Ability to frequently sit, stoop, kneel, and crouch.

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 if required.

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 of Approval by the Public Enterprise Finance Commission (PEFC): 12/03/2025.

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Sign _____ **Date** _____