



POSTED: March 1st, 2024

DEADLINE: Until Filled

JOB DESCRIPTION

POSITION: Bingo Cashier

DEPARTMENT: Bingo

REPORTS TO: Bingo Manager

LOCATION: Resort

EMPLOYMENT: Part Time

SALARY: \$13.00 (Non-Exempt)

LICENSE STATUS: Key-Employee

DESCRIPTION:

The Bingo Cashier is under the supervision of the Bingo Manager/Supervisor, and is responsible for selling packs, assisting customers in proper process of playing bingo, and perform various other duties as required by management. A Bingo Cashier needs to be energetic, able to stand on their feet for long periods of time, communicate easily with a large group of people, and make change accurately and quickly. 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 Minimum Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Bingo Department Policy, and Procedure Manual.

DUTIES AND RESPONSIBILITIES:

- Provide excellent Guest Service to guests, internal and external, through active guest engagement and positive attitude.
- Performs cashier duties, which include but are not limited to selling bingo packets.
- Inform customers of prices, additional sheets, all games, and upcoming events.

- Verify, keep record of and pay out all winners of Bingo.
- Fills out appropriate paperwork.
- All other duties outlined in the NWCR Bingo SICS are related to Bingo Cashier and Cash Controls.
- Due to the dynamic Casino Environment, from time to time we require employees to be flexible and assume other responsibilities assigned by management.

MINIMUM QUALIFICATIONS:

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

PREFERRED QUALIFICATIONS:

- Money Handling experience
- Experience in a casino setting

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 Gaming Commission: 05/16/2023.

Date Approved by the Tribal Council: 08/29/2023.

Lac Vieux Desert Band of Lake Superior Chippewa Indians

Human Resources Department

P.O. Box 129, N5384 US 45

Watersmeet, MI 49969

Email: hr@lvdcasino.com

Website: <http://www.lvdcasino.com/Content/Careers.cfm>

Phone: 906-358-4226 Ext. 7318

Fax: 906-358-4913

Sign _____ **Date** _____