



**POSTED: February 21<sup>st</sup>, 2025**

**DEADLINE: Until Filled**

### **JOB DESCRIPTION**

**POSITION:** Sugar Bush Restaurant Cashier

**DEPARTMENT:** Food and Beverage

**SUPERVISOR:** Front of House (FOH) Service Manager

**LOCATION:** Sugar Bush Restaurant

**EMPLOYMENT:** Full-Time/Part-Time

**PAYRATE:** \$13.00 - \$15.00/Hour (Non-Exempt) D.O.E

**LICENSE STATUS:** Key-Employee

### **DESCRIPTION:**

The Restaurant Cashier performs a variety of cashiering functions including but not limited to greeting, welcoming, and seating guests, reconciling guest checks, and communicating with guests regarding their dining experience. The Cashier is open and available to respond positively to questions and inquiries from all guests.

### **RESPONSIBILITIES:**

- Exchange and reconcile monies in the restaurant including cash, coins, cards, and coupons/certificates.
- 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 & Beverage Department Policy and Procedure Manual.
- Responsible for accurate handling of monies including ensuring accuracy of money in, money out of cash bank.
- Works in assigned area in the restaurant.
- Assist servers and bussers in greeting, seating, and assisting guests in ad hoc duties such as providing menus, initial drinks, answering questions about the Casino, etc.
- Answer the phone in a timely and positive manner by following the script and prompts provided.
- Take and execute all to-go orders in an efficient and accurate manner.
- Provide excellent customer service 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.
- Flexible with scheduling of 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**

- Ability to work in a primarily sedentary environment with frequent standing and sitting.
- Ability to work in a smoking environment.
- Ability to lift to 10 pounds.

*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): 08/29/2023.**

**Northern Waters Casino Resort**

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