

****EXTERNAL POSITION OPENING****

**Cage and Vault Supervisor
Night Shift**



Rate of Pay: Depending on Experience
Location: Seven Clans Casino Warroad
OPENS: 11/23/ 2020
CLOSES: 12/07/2020

POSITION OBJECTIVES:

Under the general supervision of the Cage/Vault Manager is responsible to oversee assigned Cage/Vaults shift for Seven Clans Casinos.

DUTIES AND RESPONSIBILITIES:

- Responsible to ensure entire shift is run smoothly and all procedures are adhered to and maintained in the cage/vault areas.
- Oversees personnel with balancing of bank, ensures shortages/ overages are recorded accurately and any deviations reported.
- Reviews paperwork following transactions to find any errors.
- Prepares work schedules for assigned shift of personnel.
- Exchanges American and Canadian currency, coin, coupons and/or chips with customers and associates.
- Verifies accuracy of all transactions.
- Enters information in audit machine; operates machinery to redeem coin.
- Records all internal transfers and completes paperwork as necessary.
- Balances bankroll at shift end; prepares all necessary paperwork.
- Responsible to ensure timely service is provided to all guests. Acknowledges and responds to guests immediately.
- Analyzes and recognizes deficiencies or problem areas and provides solutions to achieve desired results.
- Participates in the review of associates and completes necessary paperwork as required by established policies and procedures.
- Maintains training program for departmental new hires.

REQUIRED QUALIFICATIONS:

It is required the Cage/Vault Supervisor have at least a two-year technical degree or GED. Previous Cage/Vault experience preferred. Supervisory experience a plus.

SEND COMPLETE APPLICATION/ RESUME TO:

karen.wayne@7clans.com Human Resource Office, 34966 605th Ave, Warroad, MN 56763- 1-800-815-8293. Or apply online, Website: www.sevenclanscasino.com or pick up/drop off an application at the Security podium or Hotel Front Desk.

