



An Enterprise of the Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Cashier Service Representative

Department: Cage & Player's Club

Location: Perkins, OK

Issuing Date: January 22, 2010

Closing Date: Until Filled

Mailing Address:

P. O. Box 70
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Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis or race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

SUMMARY:

Responsible for balancing various bank drawers, enrolling guests into the Player's Club, explaining the benefits of membership and maintaining accuracy through all work functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assists guests with cashiering and Players' Club activities.
- Accurately balances assigned bank.
- Cashes tickets and other currency, in a courteous, timely manner.
- Cashes personal checks for currency.
- Redeems foreign currency, computing accurate exchange rates for the various currency received.
- Maintains a working knowledge of the facility, as well as special events on property, in order to advise guests of same, whenever possible.
- Assists other Cashier Service Representatives as needed.
- Facilitates the flow of information throughout the property, by attending regularly scheduled departmental meetings.
- Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports.
- Maintains a working knowledge of the Players' Club in order to effectively explain same to guests.
- Resolves minor guest conflicts related to Players' Club.

- Ensures a maximum level of guest service and satisfaction is achieved and maintained.
- Distributes program coupons to guests and redeems coupons as necessary.
- Issues complimentaries to guests when appropriate level of play has been achieved.
- Creates an atmosphere of FUN for all Casino guests.
- Encourages mutual respect, dignity and integrity with all employees, by setting positive examples at all times.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to accurately, efficiently, and quickly navigate property's slot accounting and player tracking computer system.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) preferred. Some college courses in Banking, Finance or related area preferred.

SPECIAL QUALIFICATIONS:

Effective communication skills required. Must be extremely numbers-oriented and computer-literate.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret basic instructions furnished in written, oral or diagram form. Ability to respond to common inquiries or complaints from guests.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense reasoning to a variety of situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is also regularly required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally required

to reach with hands and arms, and to sit, climb or balance, and stoop, kneel, crouch or crawl. Routinely uses computer keyboard and display.

The employee is regularly required to stand, for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

CONDITIONS OF EMPLOYMENT:

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test. Additionally, selected individual must be bondable and able to pass background check in order to obtain gaming license.