



POSITION DESCRIPTION

Bay Mills Resort & Casinos

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| POSITION: | Vault Supervisor (3rd Shift) | LICENSED: | Yes |
| DEPARTMENT: | Cage Department | GRADE: | 18 (\$15.25-22.88) |
| REPORTS TO: | Cage Supervisor | STATUS: | Non-Exempt |

POSITION SUMMARY:

Under the supervision of the Cage Supervisor, the position assists with the supervisory responsibilities needed to provide high quality service to the Cage Department. Responsible for all funds in the cage.

ESSENTIAL FUNCTIONS:

1. Provides exemplary customer service by “Exceeding Expectations One Opportunity at a Time”.
2. In the absence of the Cage Supervisor, must oversee cage employees on scheduled shift.
3. Performs all duties of the Cage Cashier, as required (see Cage Cashier Position Description).
4. Safeguard cage bankroll, including all cashiers, kiosks for assigned shift.
5. Receive and distribute currency, coin, and gaming chips to and from all areas of the cage and casino.
6. Ensures proper documentation of all vault items.
7. Ensures safety and integrity of all vault and cage contents.
8. Maintains vault in an efficient and orderly manner.
9. Follow all Title 31 and IRS reporting requirements.
10. Issue and receive sensitive access cards/keys.
11. Ensures that all cage activity is in balance and reconciled in a timely manner.
12. Utilizes counting machines or computers to assist in the accurate count and reporting of vault contents.
13. Prepare the overall cage reconciliation and accounting records.
14. Prepare bank deposits for the casino.
15. Ensures that all required paperwork is completed and submitted to shift supervisor and/or the accounting department in a timely manner.
16. Monitors vault inventory, Kiosks, and ATMs for necessary amounts of funds to operate and deposit. Order from bank when needed.
17. Investigates complaints or issues regarding service in a timely and professional manner to resolution.
18. Ensures cage information be kept strictly confidential for the protection and privacy of guests and co-workers.
19. Responsible for learning and following the daily policies and procedures for the Cage and Bay Mills Resort & Casinos.
20. Ensures that all paperwork is completed and submitted in a timely manner; including but not limited to: logs, late absent incident reports, accidents, injury reports, etc.
21. Creates a friendly work atmosphere and communicates an “OPEN DOOR” policy to all employees to resolve employee disputes in a timely manner
22. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Directing, including Title 31.
23. Performs and ensures compliance with the Bay Mills Gaming Commission Rules and Regulations.

24. Other duties may be assigned within the scope and complexity of this position's essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to stand and sit with occasional walking. Frequently the employee must bend, squat, crawl, climb, reach above shoulder level, crouch, kneel, balance, and push/pull. The employee must frequently lift and/or move up to 50 pounds.

POSITION REQUIREMENTS:

1. Must have a high school degree or equivalent.
2. Must be a qualified applicants already working within the Cage Department.
3. Must have one to three years' supervisory experience.
4. Must have training and/or experience with computers for use in an accounting setting.
5. Must have the ability to correctly add/subtract quantities of currency within the vault and to properly verify and log figures for reporting purposes.
6. Must have demonstrated ability to provide training and counseling to line employees.
7. Must be able to obtain a gaming license through the Bay Mills Gaming Commission and maintain eligibility throughout employment.
8. Must have excellent communication skills.
9. Must have a general computer experience.
10. Must have an excellent past work record, including attendance.
11. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: OPEN UNTIL FILLED

APPLY TO: Send Resume and Application to:

Anna Carrick; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8523

amcarrick@baymills.org

Subject: Vault Supervisor

Applications can be found on the Bay Mills website at www.baymills.org under the employment section