



Swan Lake First Nation EMPLOYMENT OPPORTUNITY

POSITION: VLT Cashier

SALARY: To be determined

EMPLOYMENT TERM: 2 Full-Time/2 Part-time

REPORTS TO: VLT Site Manager

POSITION SUMMARY

The VLT Cashier will provide our customers with a high level of customer service and will be responsible for providing customers with funds they have acquired through the Video Lottery Terminals (VLTs).

Responsibilities:

- Exchange customer's tickets for cash ensuring the correct amount is being given.
- Make change for customers ensuring accuracy.
- The cashier is responsible for ensuring that funds are provided correctly, and that all corresponding paperwork has been properly completed.
- Balancing a float as shift change and/or end of day, ensuring that money is being distributed upon proof of age.
- Ensure the coffee machine is always ready for service.
- Provide professional customer service.
- Project a happy and welcoming demeanor to customers.
- Handle irate customers and understand when a situation requires a manager's intervention.
- Resolve customer complaints.
- Monitor for prevention and address customer concerns in a professional manner.
- Perform other related duties as required.

Requirements

- Experience handling large amounts of cash.
- Detail oriented and highly accurate.
- Excellent math skills.
- Decision making skills.
- Excellent communication and interpersonal skills.
- Time management skills.
- Criminal Record Check.

Please submit resume & criminal record check by: August 12,2022

Submit to: HR Generalist – Pam Cameron

Email: hrgeneralist@slfn293.ca