

**SPIRIT MOUNTAIN CASINO**  
***JOB DESCRIPTION***  
***CASINO MANAGER***  
***This is a Full-Time Position***  
***\*\*DOE\*\****

**RESPONSIBILITIES:**

The Casino Manager is responsible for overseeing activities on the floor, as well as supervising all cash handling activities. The Casino Manager reports to the General Manager. Duties of the Casino Manager include, but are not limited to, the following:

- Observing the slot floor
- Reporting irregularities to the General Manager
- Verifying jackpot payouts and machine fills
- Performing jackpot payouts and machine fills
- Performing Vault Manager responsibilities when no Vault Manager is on duty
- Managing any department in the absence of the regular department manager
- Providing customer service (e.g., watching machines while customers are in the restroom, reporting machine problems to the Slot Technician, and handling minor complaints.)
- Referring major customer complaints to the General Manager.
- Performing duties of the Vault Manager in the Vault Manager's absence, including verifying the daily drop and accepting it into Vault accountability, and preparing bar and snack bar deposits
- Overseeing Cashiers and Slot Technicians
- Performing other duties as assigned by the General Manager

**QUALIFICATIONS:**

A Casino Manager must possess:

- High School Diploma or Equivalent GED
- Good organizational skills
- At least one (1) year of experience in a position that requires dealing with the public
- At least two (2) years of experience in a managerial or supervisor level position
- Must be able to pass a private background check
- Must be able to pass a pre-employment drug test
- Must understand jackpot payout schedules sufficiently to verify jackpots
- Must be able to neatly and accurately complete jackpot and machine fill paperwork
- Must be able to work in a smoke-filled environment

***\*\*\*ALL SPIRIT MOUNT CASINO EMPLOYEES MUST BE ABLE TO WORK ANY SHIFT, WEEKENDS AND/OR HOLIDAYS\*\*\****

***ANY INQUIRIES ABOUT THE POSITION, PLEASE CONTACT THE HR  
DEPARTMENT AT THE SPIRIT MOUNTAIN CASINO  
MONDAY – FRIDAY 11:00 AM – 2:00 PM / 928-346-2000***