

## **Description des tâches**

### **GENERAL MANAGER AND ALTERNATE GENERAL MANAGER**

The general manager is responsible for all aspects of the casino and operates the event in consultation with the games manager to ensure the casino is conducted in accordance with the CTCOG.

The general manager ensures all volunteer staff/charity workers are present for the casino event prior to their scheduled shift.

The general manager may temporarily perform the duties of any volunteer staff/charity worker. Should the position being covered not return in a reasonable period (example: one hour) or is not expected to return, the general manager may assign another volunteer staff/charity worker to the role.

Prior to the end of the event, the general manager will sign off on all discrepancy reports in addition to the advisor or games manager.

### ***Banker***

The banker supervises the cash cage and is directly accountable to the general manager.

The banker is responsible to ensure:

- a) the security and control of the chip/cash inventory during their shift
- b) the cashiers retain personal control of chips and cash while on duty.

### ***Cashier***

Accountable to the banker, the cashier provides services to casino patrons, exchanging casino chips for cash. The cashier must not:

- a) sell or exchange any currency for chips;
- b) conduct any cash outs over \$200 without the transaction being witnessed by the general manager, banker or advisor;
- c) accept chips from another casino facility.

The cashier maintains the security of the chips and cash in their station while on duty and secures their station when not in use or on break.

### ***Count Room Supervisor***

The count room supervisor is directly accountable to the general manager for the supervision of count room procedures, count room staff and ensuring the count room is secured while on duty.