

VOLUNTEER POSITIONS AND RESPONSIBILITIES

GENERAL MANAGER / ALTERNATE GENERAL MANAGER

- Is responsible for all aspects of the casino – Operational Functions, Financial Transactions & Security in accordance with AGLC Terms & Conditions. In general:
- Ensures designated volunteer staff are present for each shift
- May perform duties of other volunteer staff on a temporary basis
- Counts and verifies the opening cash bankroll and chip inventory each day
- Witnesses Cashier / Player transactions
- Ensures all financial transaction entries into Casino Track system are completed as required
- Returns cash equal to the opening bankroll to Facility Licensee at the conclusion of Casino Event
- Ensures security of handling/storage of chips, enforces access provisions to restricted areas and keeps the safe combination confidential and applicable keys
- Alternate General Manager shall be on duty in the General Manager's absence

BANKER

- Receives and counts opening cash bankroll and chip inventory with General Manager
- Documents and controls cash bankroll and chip inventory
- Witnesses Cashier / Player transactions
- Supplies and receives chips as requested through Casino Track

CASHIER

- Accounts for and responsible for own cash float and chips
- Redeems players' chips for cash and makes change
- This position requires concentration and accuracy

CHIP RUNNER

- Participates in games opening and closing with gaming table personnel
- Transfers chip requests (fills) to and from game tables with Security personal
- Verifies chip requests with a personal handheld computer

COUNT ROOM SUPERVISOR

- Records and verifies cash counts using Casino Track computer system
- Prepare float and/or supplies cash to banker as required
- Generates and signs reports

COUNT ROOM STAFF

- Sorts, counts, records, verifies and amalgamates cash from game tables