



**POST: May 6<sup>th</sup>, 2025**

**DEADLINE: Until Filled**

### **JOB DESCRIPTION**

**POSITION:** Pro Shop Cashier/Clerk  
**DEPARTMENT:** Resort  
**SUPERVISOR:** Pro Shop Manager  
**LOCATION:** Golf Pro Shop  
**EMPLOYMENT:** Full-Time (Seasonal – Ineligible for Benefits)  
**PAYRATE:** \$14.00 - \$16.00/Hour (Non-Exempt) D.O.E  
**LICENSE STATUS:** Key-Employee

### **DESCRIPTION:**

The cashier will be responsible for engaging customers, setting up tee time reservations for members, non-members, and tournaments, collecting retail and fee sales, ensuring cleanliness of pro shop and carts. Pro shop cashiers will assist in coordinating tournaments, specified by Pro Shop Manager.

### **RESPONSIBILITIES:**

- Acknowledge and greet customers in a timely manner.
  - Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Golf Course Department Policy and Procedure Manual.
- Maintain a neat and attractive pro shop.
- Provide excellent guest service through active guest engagement and a positive attitude.
- Answer the phone in a timely and positive manner by following the script and prompts provided.
- Responsible for accurate handling of monies including ensuring accuracy of money in, money out of cash bank.
- Exchange and reconcile monies in the pro shop including cash, coins, cards, and coupons/certificates.
- Schedule accurate tee time reservations for individuals or groups and inform them of course rules.
- Works in assigned area at the golf pro shop.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and trainings facilitated by Management.

- All employees must be flexible and assume other responsibilities and tasks as assigned by management and as management deems necessary; this means fulfilling all other job duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma/GED.
- Strong mathematical skills.
- Flexible with scheduling of shifts and willing to work nights, weekends, and holidays.
  - Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

### **PREFERRED QUALIFICATIONS**

- 1+ year of money handling experience.
- 1+ year experience in the hospitality (Casino or Pro Shop) industry.
- 1+ year experience in a casino setting.

### **PHYSICAL REQUIREMENTS**

- Ability to work in a primarily sedentary environment with frequent standing and sitting.
- Ability to lift to 5 pounds.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

### **PREFERENCE FOR HIRING:**

**Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:**

- **Enrolled LVD Tribal Member**
- **Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members**
- **Other Native Americans**
- **All Others**

**Date Approved by LVD Gaming Commission: 05/16/2023.**

**Date Approved by the Public Enterprise Finance Commission (PEFC): 08/29/2023.**

**Northern Waters Casino Resort**

**P.O. Box 129, N5384 US 45**

**Watersmeet, MI 49969**

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**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_