PARAGON CASINO RESORT

Job Description

ROXY'S CASHIER

Department:	**Food & Beverage**	**Reports to:**	**Roxy's Shift Supervisor**
Job Code: CSR01		**License:**	**Non-Gaming**
Position Code: CSR006		**Costing:**	**300 3010 3012**
Pay Grade: N2		**Date:**	**08/14/2026**
EEO-1 Code: 9			

SUMMARY:
Responsible for handling guest payment transactions as received from the Roxy's Food Servers in a prompt courteous manner and in accordance with Paragon Casino Resort's high standards of Guest Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for receiving and processing payment from Roxy's Food Servers in a prompt and courteous manner.
- Responsible for adhering to established cash control policies and procedures of Paragon Casino Resort.
- Verifies reservations, if required, before seating guests.
- Answers any guest questions and directs concerns to appropriate management.
- Advises guests of waiting time and recommend beverage outlets to guests.
- Handles any guest complaints and resolves them quickly and courteously.
- Assists in maintaining standards of health, safety, and sanitation.
- Participates as a team member with food servers, bus persons, cooks, supervisors and any pertinent Paragon Casino Resort Associates in producing a smoothly and efficiently run operation.
- Performs other duties as assigned.

Paragon Casino Resort requires all Associates to consistently:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain "Why" behind decisions.
- Maintain a consistent, regular attendance record.

REQUISITE QUALIFICATIONS:

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) required. Previous cashier experience preferred. In house training will be provided.

Qualifications: Must apply for, be granted and retain a valid Tribal Gaming License during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with10's and 100's. Ability to perform these operations using units of American money.

Reasoning Ability: Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands: The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand, walk sit and occasionally use hand to finger, handle or feel objects, tools or controls. The Associate is occasionally required to reach with hands and arms, and to sit, climb or balance and stoop, kneel, crouch or crawl.

The Associate must frequently lift and/or move up to twenty-five (25) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The casino environment is usually smoky.