

# RESPONSIBILITIES OF CASINO VOLUNTEERS

## GENERAL MANAGER

- ♣ Responsible for total operation of casino including gaming floor, security, cashiers cage, and count room.
- ♣ Must ensure a sufficient number of volunteers for each day.
- ♣ General Manager or the Alternate must be present in the casino at all times.
- ♣ Ensures signed cheques available to pay expenses on second evening.
- ♣ Controls drop box keys.
- ♣ For guidelines, refer to Casino Terms and Conditions booklet as per AGLC.
- ♣ **Must be able to operate the Casino Track computer system & Strong Computer Skills**
- ♣ Training will be provided by the advisor during the casino event.

## BANKER

- ♥ Controls Cashiers Cage floats of chips and cash.
- ♥ Assisted by Independent Cash Cage Advisor.
- ♥ Responsible for all documentation of all cash and chip transfers.
- ♥ **Must be able to operate the Casino Track computer system.**
- ♥ Training will be provided by the advisor during the casino event.

## CASHIER

- ♦ Cashier maintains their own float. Cash experience a must.
- ♦ Cashes in chips for players and makes change.
- ♦ This position not recommended for color-blind volunteers.

## CHIP RUNNER

- ♣ Chip Runner are responsible for chip orders (requests) to and from casino games.
- ♣ Must be prepared to move around and carry chips in the delivery racks (up to five pounds / 2 kilograms). Chips are always transferred in the presence of a Security Guard.
- ♣ **All chips are tracked by the Casino Track system. Chip Runners will be expected to operate a hand held computer used in tracking all chip transactions, ie: fills, credits, openers, closers, etc.**

## COUNT ROOM SUPERVISOR

- ♣ Works with assistance of the Count Room Advisor in recording cash counts and ensures all drop boxes are accounted for.
- ♣ Required to handle cash and/or chips.
- ♣ **Required to input information in the Casino Track computer system.**

## COUNT ROOM STAFF

- ♥ Sorters, counters, recorders and amalgamators count the cash from drop boxes collected from the table games.
- ♥ At least one volunteer should have cash handling skills.
- ♥ Volunteers must be adept with their hands.
- ♥ **Recorder assists the Count Room Supervisor recording information into the Casino Track computer system.**