

**POSITION DESCRIPTION**

<b>JOB TITLE:</b> Vault Clerk	<b>COMPANY:</b> SMG Savor...
<b>DEPARTMENT:</b> Food & Beverage	<b>FACILITY:</b> Stockton Arena
<b>REPORTS TO:</b> Food and Beverage Manager	<b>FLSA:</b> Hourly – Non Exempt

**SUMMARY**

Under the direction of the Director of Food and Beverage. This position will distribute money banks to each location as needed, collect deposits, drops and make change to each location as needed. **MUST PASS A BACKGROUND & CREDIT CHECK.**

**MAJOR DUTIES**

- ◆ Distribute money bank(s) to each location, verifying balance and totals correctly at all times.
- ◆ Collect deposit drops throughout the event as needed.
- ◆ Process and deliver accurate change request as needed for each location.
- ◆ Balance each money bank(s) for all location, complete deposit ticket(s) and run reconciliation sheet(s).
- ◆ Maintain a clean work area at all times.
- ◆ Meet and greet staff and co-workers in a friendly and professional manner at all times.
- ◆ Must be able to work assigned shifts, including nights and weekends.
- ◆ Must possess excellent verbal communication skills.
- ◆ Must be able to work in a fast pace environment and under pressure.
- ◆ Perform other duties as assigned.

**SKILLS REQUIRED**

- Must be able to speak fluent English and communicate clearly with staff and co-workers.
- Must be able to work assigned shifts including, nights, weekends and holidays as needed.
- Work independently, exercising good judgment and initiative.
- Follow all verbal and written instructions including all policies/procedures, risk management, safety precautions, rules/regulations and emergence procedures established at the facility.
- Meet the physical demands of the job, including lifting, carrying up to 30 pounds, moving, climbing, walking and able to standing for long periods of time.
- Must have sufficient math ability and knowledge to accurately count and handle money at all times.
- Must have basic working knowledge of cash handling procedure and have at least 6-months cash handling experience.

**EDUCATION / EXPERIENCE**

- High School diploma or GED. At least 6-months cash handling experience or any equivalent combination of education and experience.

*SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRRRA Federal Contractor.*

