

RESPONSIBILITIES OF CASINO VOLUNTEERS

A minimum of 18 volunteers is required per day. If possible have as many volunteers work both days. Volunteer positions are fixed and may not be switched. The General Manager and Alternate General Managers can fill in any position temporarily for up to one (1) hour or until a replacement arrives.

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.**
- ♣ 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.
- ♦ 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.**