

## Position Description

Position Description			
<b>Title:</b>	Shift Manager, Cage	<b>Profile:</b>	
<b>Department:</b>	Cage Operations	<b>Company:</b>	
<p><b>Position Summary:</b></p> <p>Under the direction of the Manager, Cage, the Cage Shift Manager will be responsible for overseeing the Cage Operations on a shift basis at the site level. The Cage Shift Manager will ensure adherence to all policies and procedures, motivate and lead by example and assist in providing a learning environment while establishing and contributing to a safe and welcoming work environment for all employees. The Cage Shift Manager will provide input for performance objectives and evaluations and assist with the implementation all new Cage Operations initiatives.</p>			
<p><b>Key Accountabilities:</b></p> <ul style="list-style-type: none"> <li>• Providing leadership, direction and mentoring to the Cage Operations on a shift basis at the site level; providing input for team member performance objectives and evaluations</li> <li>• Scheduling and supervising employees; verifying timesheets; assigning shift work assignments</li> <li>• Assisting with the implementation of Cage Operation strategic plans</li> <li>• Training Cage team members</li> <li>• Reviewing Cage records for accuracy; preparing reports</li> <li>• Monitoring and reporting all discrepancies and suspicious cash activities</li> <li>• Witnessing and verifying Cage transactions when required</li> <li>• Responding to and resolving Cage issues as escalated</li> <li>• Liaising and communicating effectively with all appropriate operational departments</li> <li>• Developing and cultivating strong working relationships with all stakeholders: guests, management and employees</li> <li>• Ensuring compliance with licensing laws, health and safety and other statutory regulations</li> <li>• Responsible for completion and monitoring of audits relating to LCT, PGF, SOF, RM, Cheques, supporting documentations and other forms as required</li> <li>• Ensuring accuracy and efficiency of all documentations to confirm precise reporting in a timely manner</li> <li>• Performing other duties as assigned or directed</li> </ul>			
<ul style="list-style-type: none"> <li>• Minimum 3 years of recent experience in gaming supervision</li> <li>• Minimum 2 year of recent experience in high volume cash handling</li> <li>• Must have functional knowledge of AML and BCLC guidelines that have been established to comply with the regulatory requirements and policies and procedures</li> </ul>			



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- Must have a have a solid understanding of internal AML/BCLC audit standards, procedures, and regulations to provide timely audit assurance and accurate reporting
- Post-Secondary education in Business/Finance or a suitable combination of education and experience an asset
- Serving It Right certification
- Computer literacy in MS Office

**Work Environment Considerations:** Office environment, standing or sitting for long periods of time, non-traditional work hours

**Special Working Conditions:** As a publicly traded company our reputation is of paramount importance. As such, we will conduct our business in an ethical and professional manner. Every team member will be obliged to understand and follow all of the policies outlined in Lahal Management’s Corporate Ethics and Conduct Manual and will disclose any irregularities or wrongdoing in accordance with the Company’s Whistleblower Policy. The Company is committed to sound internal control policies and practices. Every team member will follow the internal control practices required of their position and department.

**Compliance Requirements:** Every team member must comply with all requirements of the Corporate Ethics and Conduct Manual and with all other corporate policies as communicated. Every team member will be familiar with the business process documentation and internal control objectives related to their position and how their job description aligns with specific internal control activities for which they are responsible. Every team member must adhere to all Company and regulatory policies as they relate to functions of the position.

**Licensing and Certification Requirements:** Permanent employment may be dependent upon the authorization and continued approval of the Provincial/State Regulatory Bodies. New employees may be required to complete an application and, if required, will begin work only after regulatory approval is granted. Existing team members will reapply as necessary, and continuing work will be dependent upon successful reapplication. For positions that require additional certification, the appropriate level of certification will be maintained.

**Approved By:**

**Approval Date:**

***Any updates to this position description must be reviewed by the Total Rewards department and approved by the location Operations Lead and Regional VP (as applicable).***

This description is a guide to the general work to be performed and is not intended to be a complete statement of the position.

Revised: