

Position Description

Title:	Vault Custodian
Department:	Cash Vault Services
Typical Reporting Relationship	Supervisor
FLSA Status (Exempt/Non-Exempt)	Non-Exempt
Update Status	Updated on 3/17/2015

Position Purpose and Objectives	Overall control, balancing and accountability for customer inventories, bulk deposits, and shipments within, in and out of a GW vault.
Work Schedule	Variable Working Days and Hours based on customer requirements, site location, staffing levels and work activities. Overtime, weekend and holiday work may be required.
Travel Required	None

Job Function #	Job Function Description
1.	Responsible to report to Huddle work area at the schedule time and scheduled day
2.	Ensures custody and control of vault is transitioned from previous vault custodian according to operating procedures
3.	Accurately prepare and document all vault transactions according to operating procedures.
4.	Prepares Federal Reserve bank shipments according at customer direction and per Federal Reserve deposit guidelines
5.	Accurately account for, and take custody and control of Teller or other bulk buy/sell into cash vault
6.	Maintains all records in an organized and detailed manner
7.	Ensures vault remains secure at all times. Sets time locks and combinations correctly and according to operating procedures
8.	Accurately pull change order bulk cash inventory and sell to change order Supervisor/teller according to operating procedures
9.	Works in an efficient and safe manner.
10.	Identifies and shares processing improvement opportunities.
11.	Work independently without direct supervision or oversight.
12.	Performs other duties as assigned
13.	Identifies and shares processing improvement opportunities with site management.

Knowledge, Skills and Education	Required or Desirable
High School Diploma or Equivalency Degree	Required
Good Verbal, Mathematics and Reading Comprehension Skills	Required
Experience working in a fast paced, repetitive process and secure production environment	Required
1 + Years active experience handling money transactions	Highly Recommended
10 key speed and accuracy	Required

WORKING CONDITIONS - The general area is a fast paced money room/production work area, which includes varying temperatures (hot and cold) and dust. The noise level in the work environment may range from moderate to loud. Wear of Company provided smock is required. Required to work overtime as needed

Position Description

ESSENTIAL PHYSICAL REQUIREMENTS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	
1.	Must be able to bend, stoop and stand for long periods of time
2.	Required to regularly lift and/or move up to 50 pounds; may lift and/or move additional weight with assistance.
3.	Must be able to push, pull, and maneuver containers and/or wheeled currency carts weighing up to 150 pounds.
4.	Reach into a tanker or box with approximately three foot sides to retrieve items.
5.	Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.
6.	Have normal hearing with or without a hearing device, so as to be able to safely and accurately operate money processing machines.
7.	Must have the ability to use hand to finger, handle, or feel: The ability to type, pick pinch or otherwise work primarily with fingers
8.	Use fingers to key an adding machine, computer keyboard or other data entry device
9.	Have the ability to seize, hold, grasp, turn or otherwise work with hand or hands.
10.	The ability to perceive attributes of objects and materials such as size, shape, temperature, or texture, by touching.