

# **SAC & FOX CASINO POSITION DESCRIPTION**

**POSITION TITLE:** Hard Count

**DEPARTMENT:** Casino Finance

**STATUS:** Full time, Regular

**SALARY RANGE:** 7

**LEVEL OF RESPONSIBILITY:** Reports to Hard Count Supervisor

## **Description of Work:**

Hard Count crew is responsible for removing and collecting coin drop bucket from slot machines and transporting to Hard Count on a daily basis and rapid counting of large sums of coin while insuring the safety of funds processed. Assist in getting the coin wrapped, boxed or bagged. Must be familiar and in compliance with written work procedures.

## **Specific Responsibilities:**

1. Supply coin redemption with coin/currency as courier.
2. Operate, trouble shoot and maintain sorting machines.
3. Clean and maintain Hard Count room equipment.
4. Duties, responsibilities, requirements and expectations pertaining to this job include assistant to Soft Count.
5. Assure Currency/coin transmittal forms are accurately completed.
6. Compliance with Casino's Internal Control Policies and Procedures as they pertain to thus position.
7. Maintain confidentiality of all Casino Operations data.
8. Duties, responsibilities, requirements and expectations pertaining to this job are subject to change as needed.
9. Completes other duties as directed by Hard Count Supervisor or above.

## **Minimum Qualifications:**

Education: Completion of High School or GED.

Experience: cash counting and handling experience.

## **KNOWLEDGE/ABILITIES/SKILLS;**

Good math skills.

Good organizational skills and detail oriented.

Necessary special requirements: Must be 18 at time of hire. Ability to lift heavy containers/bags of coin. Must be able to lift 60 pound. Must be able to bend and stoop. Ability to work any twenty-four shift. Responsible for compliance with the Casino's Internal Control Policy & Procedures as it relates to the position's stated job description.

Occupational Hazard: In the entertainment industry, one may be subject to a work environment containing excessive noise, smoke and stress.

This description is an accurate representation of the duties and requirements of the position.