

SAC & FOX CASINO POSITION DESCRIPTION

POSITION TITLE: Soft Count

DEPARTMENT: Finance

STATUS: Regular, Full Time

SALARY: 6

LEVEL OF RESPONSIBILITY: Reports to Soft Count Supervisor

Description of Work:

Soft Count is responsible for removing and collecting currency acceptors from slot machines and transporting to Soft Count on a daily basis and rapid counting of large sums of currency while ensuring the safety of funds processed. Must be familiar and in compliance with written work procedures.

Specific Responsibilities:

1. Operate optical currency handling system and rapid counting of large sums of currency.
2. Clean and maintain Soft Count room equipment.
3. Duties, responsibilities, requirements and expectations pertaining to this job include assistant to Hard Count.
4. Trouble shoot equipment problems.
5. Maintain confidentiality of all Casino operation data.
6. Duties, responsibilities, requirements and expectations pertaining to this job are subject to change as needed.
7. Completes other duties as directed by Soft Count Supervisor or above.

Minimum Qualifications:

Education: Completion of High School or GED.

Experience: 10-key experience and training in the use of money counting equipment. One year experience as a cashier or related position.

KNOWLEDGE/ABILITIES/SKILLS;

Good math skills.
Good organizational skills and detail oriented.
Ability to follow oral and written instructions.
Ability to maintain effective working relationships with co-workers and customers.

Ability to lift 60 pounds.

Necessary special requirements: Must be 18 at time of hire. Must be able to lift 60 pounds. Ability to work any twenty-four shift. Compliance with the Casino's Internal Control Policies and Procedures as they pertain 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.