

SAC & FOX CASINO

POSITION DESCRIPTION

POSITION TITLE: Count Team
DEPARTMENT: Finance
STATUS: Full Time
SALARY RANGE: 7
REPORTS TO: Count Supervisor

DESCRIPTION OF WORK:

Count outlet, table games, and slot machine cash drops. Responsible for performing all drop functions and reconciling/verifying all funds brought in from drop. Must be familiar and in compliance with written work procedures.

SPECIFIC RESPONSIBILITIES:

- Receive currency acceptors from Hard Count and transport to Soft Count area.
- Supply coin redemption with coin/currency as courier.
- Operate, trouble shoot and maintain sorting machines.
- Operate optical currency handling system and rapid counting of large sums of currency.
- Clean and maintain Count room equipment.
- Assure currency/coin transmittal forms are accurately completed.
- Compliance with Casino's Internal Control Policies and Procedures as they pertain to this position.
- Maintain confidentiality of all Casino Operations data.
- Count daily receipts from gaming operations.

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or G.E.D. Certificate.

EXPERIENCE: One-year experience as a cashier or related position.

KNOWLEDGE/ABILITIES/SKILLS;

- Ability to operate a 10-Key calculator.
- Ability to perform basic math computations.
- Ability to follow oral and written instructions.
- Ability to set and follow priorities.
- Ability to communicate effectively orally and in writing.
- Ability to maintain effective working relationships with
Coworkers and customers.
- Ability to lift up to 60 pounds

- Ability to work in an environment that contains excessive
- Noise, stress and smoke.

NECESSARY SPECIAL REQUIREMENTS: Must be 18 at time of hire. All employees must successfully pass a background investigation to be employed by the Casino. Responsible for compliance with the Casino's Internal Control Policy & Procedure as it relates to the position's stated job description.

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

Sac and Fox Casino reserves the right to change the above job description when necessary.

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