



## JOB DESCRIPTION

**POSITION TITLE:** Drop Team Member  
**DEPARTMENT:** Accounting  
**SALARY:** \$15.00  
**POSTING DATES:** Until Filled

### GENERAL DESCRIPTION:

Reports to Casino Controller. Supervises all aspects of count rooms, insures drop is completed. Adheres to a high level of confidentiality.

### DUTIES AND RESPONSIBILITIES:

- Supervises drop employees in collecting and counting drop.
- Insures accuracy in daily reports.
- Enforces casino policy and procedures for safeguarding casino assets.
- Sets up schedule for drop team and any disciplinary action necessary.
- Trains all employees on proper procedures and performs evaluations.
- Collects hard and soft drop from machines daily.
- Counts currency and coin accurately.
- Orders supplies as needed.
- Performs machine maintenance on all coin and currency equipment and keeps logs on repairs.
- Inputs data into computer system.
- Accountable for all moneys collected.
- Other duties as may be assigned.

### QUALIFICATIONS:

- High School Diploma or G.E.D.
- Ability to do heavy lifting (up to 100 lbs.)
- Computer skills required.
- Prior coin room experience required.
- Must consent to a background check in order to qualify for a gaming license.
- Must pass random drug testing.
- Prior supervisory experience required.
- Knowledge of coin currency machine maintenance.
- Excellent communication skills.

### EMPLOYMENT STATUS:

Full-time, permanent, hourly. Full benefit package, Health Insurance, Life Insurance, Personal Time Off, 401 K Plan. Native American Preference applies.