



## *Employee Requisition Form*

**Position to Be Filled:** Count & Drop Team Manager

**Purpose:** Responsible for ensuring the efficient drop of all slot machines on the casino Floor along with managing the Count & Drop Department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensure all wraps and weights are accurate and completed in a timely manner.
- Ensure that all associates wear appropriate protective safety equipment.
- In cooperation with Surveillance and Security, setup Drop procedures that ensure company assets are secure during this function.
- In cooperation with the CFO, establish appropriate departmental operational policies and procedures.
- Provide appropriate daily reports to Accounting.
- Manage collection, count and recording of slot and table game drop/revenues.
- Responsible for interviewing, hiring staff and training new members.
- Completes weekly staff schedules.
- Schedule and perform maintenance on count equipment.
- Inventory and order supplies. Create and maintain department budget.
- Maintains a consistent and regular attendance record.
- Properly trains team members. Monitors associate's performance during their shift. Providing coaching and counseling when necessary. Complete and issue performance reviews.
- Ensure compliance with all Human Resource policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Associate degree preferred. Combinations of experience and education may substitute for degree.
- Two years cash handling, auditing, or accounting experience.
- 3-5 years managerial experience managing a function of a similar size and scope of duties and responsibilities.
- Knowledge of cashiering or banking operations.
- Ability to count and separate varying denominations of chips and currency.
- Ability to motivate and direct the performance of subordinates.
- Any other duty as assigned.

**Reports To:** Direct of Finance  
**Starting Rate of Pay:** D.O.E  
**Approximate Hours:** 40  
**Filling Deadline:** Open Until Filled

