



## Employee Requisition Form

**Position to Be Filled:** Drop/Count 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 safety, health, and environmental policies, procedures, and regulations within the department.
- 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.

<b>Reports To:</b>	Director of Finance
<b>Starting Rate of Pay:</b>	D.O.E
<b>Approximate Hours:</b>	Full-Time
<b>Filling Deadline:</b>	Open Until Filled

