



Employee Requisition Form

Position to Be Filled: Count & Drop Supervisor

Purpose: Responsible for supervising, directing, and coordinating the activities of the Drop/Count Team Members. Ensures the drop of all slot machines on the casino floor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for delegation/distribution of keys at the beginning and end of each shift and ensuring compliance of rules set forth in department SOP's.
- Ensure associates are properly wearing protective safety equipment such as footwear, hearing protection, and weight belt.
- Ensure familiarity with the equipment in department and makes recommendations to the Manager on additional equipment needs or requirements.
- Prepare work schedules for count room members.
- Complete, sign off, and deliver the daily reports to Accounting.
- Perform payroll maintenance on weekly basis to assist department Manager. Ability to handle those duties in Manager's absence.
- Be proactive in slot revenues-daily/monthly reporting from Accounting. Able to compare and assist in investigation variances in conjunction with Slot tech department.
- 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, promote an environment that treats all people with respect and prohibits discrimination and harassment of any kind.
- Ensure that all safety, health, and environmental policies, procedures, and regulations are followed.
- High school diploma or general education degree (GED) required.
- Two years cash handling, auditing, or accounting experience.
- Two years supervisory 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 duties as assigned.

Reports To: Count & Drop Manager
Starting Rate of Pay: D.O.E
Approximate Hours: 40
Filling Deadline: Open Until Filled

