

Spotlight 29 Casino Job Description



Job Title: Count Team
Department: Count Team
Reports To: Count Team Supervisor
FLSA Status: Non-Exempt
Prepared By: Sharon Marshall
Prepared Date: June 30, 2011
Approved/HR: Theresa Mike
Approved/GM: Tom Sedlock
Approved Date:

SUMMARY:

The Count Team has overall responsibility for the prompt and accurate count of currency and other items placed in the casino drop boxes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement to be the premier entertainment experience in the Coachella Valley.
- Must be computer literate and able to operate a 10-key calculator
- Post figures, checks addition, and calculates totals.
- Reconcile currency counts to reported totals.
- Effectively communicate problems, concerns and maintains positive relationships with casino, security and Tribal personnel.
- Perform data entry.
- Possess basic understanding of each duty station in the count room.
- Possess ability to write neatly and accurately.
- Handle and verify large sums of currency.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS)
- Present a positive image of the Casino to its guests and vendors and to assist them as required.

- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES:

This job requires no supervisory responsibilities.

EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):

- Must possess a high school diploma or equivalent
- One to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- Must pass pre-employment and periodic random drug screens
- Must pass pre-employment physical
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made if requested to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands or fingers, handle or feel; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

- Frequent turning and twisting of upper torso and extremities
- Continuous leg and knee bending for up to 2 hrs.
- Frequent kneeling position for longer periods of time
- Almost continuous reaching and stretching of arms
- Frequent grasping and holding with hands and fingers

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility.

- The Casino is not a smoke-free environment.
- Dust particles are part of the work environment.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on a 24-hour, 7 – day per week basis

INDIAN PREFERENCE ACT:

The Twenty Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups

I have read and understand all the elements of the above Count Team Job Description.

Signature

Date