

## Spotlight 29 Casino Job Description



**Job Title:** Drop Team Member  
**Department:** Drop Team  
**Reports To:** Drop Team Supervisor  
**FLSA Status:** Non-Exempt  
**Prepared By:** Sharon Marshall  
**Prepared Date:** May 25, 2011  
**Approved/HR:** Theresa Mike  
**Approved/GM:** Tom Sedlock  
**Approved Date:**

### **SUMMARY:**

Under general supervision conduct daily audits of video lottery terminals. Daily audits are conducted by retrieving all monies and related documents from all video lottery terminals. This is accomplished through the following duties and responsibilities.

### **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.
- Establish a safe perimeter around the drop area and identifies this perimeter with use of chairs, stanchions, signage, etc.
- Conduct audit of slots and retrieves all related documents.
- Remove Bill Acceptors Canister from slot units and safely drops into slot drop cart.
- Reset slot unit, secure lock, and arranges for the replacement of paper and repairs.
- Report and documents all unusual occurrences related to the drop.
- Ability to handle multiple tasks at the same time and the ability to work under pressure and under emergency situations.
- 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 to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, or crawl. The employee is regularly required to stand, walk, reach with hands and arms, and talk or hear. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

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

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, extreme cold (air conditioning unit), and risk of electrical shock.
- 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
- 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 Drop Team Member Job Description.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**