



## **JOB DESCRIPTION**

**TITLE:** Drop Count Associate  
**DEPARTMENT:** Drop  
**SUPERVISOR:** Drop team leader/Controller  
**WAGE:** Negotiable  
**SHIFT:** As needed/On-Call  
**CLASSIFICATION:** Non-exempt  
**REQUIREMENTS:** Gaming License

**JOB SUMMARY:** Under the direction of the Drop team leader and/or Controller, this position is responsible for the drop and count process for Gaming Machines. The Drop Count Associate is responsible for completing all machines effectively and in a timely manner. Friendly, professional attitudes are always required. Must be willing to work early mornings, weekends, and holidays. A neat clean appearance is a must.

### **JOB QUALIFICATIONS:**

- High school diploma/GED required.
- Demonstrated ability to accurately account for large amounts of cash.
- Must have excellent communication skills.
- Must be well organized.
- Must be reliable, punctual, efficient, and diligent.
- Ability to use a 10 key calculator.
- Basic computer skills.
- Customer service, interpersonal and teamwork skills necessary.
- Accurate and detail oriented

### **DUTIES AND RESPONSIBILITIES:**

- Must adhere to all Legendary Waters Resort & Casino's policies and procedures.
- Must adhere to all appearance and uniform standards.
- Must adhere to all safety and sanitation procedures.
- Removes and replaces slot machine bill validating currency drop boxes.
- Transfer slots drop boxes, escorted by Security, to a locked count room.
- Count and sort money and tickets; verify accuracy of money records according to established standards, requirements, and procedures.
- Document meter reading from slot machines.
- Prepares and bundles the currency drop for verification.

- Maintains confidentiality of all information.
- Ensure area is maintained and clean.
- Must be able to stand, walk, or sit for long periods of time.
- Lift up to 50 lbs.
- Perform other duties as assigned.

Smoke free environment.

The Red Cliff Tribal Council has a drug free workplace policy and adheres to the intent of the drug free workplace act. All new hires are subject to a drug test prior to starting.

Native American preference applies, yet all qualified applicants will be considered.

**Applications are available at the casino cashier's window and online at**

**[www.legendarywaters.com](http://www.legendarywaters.com).**

**For more Information contact:**

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