



POSTED: May 28th, 2024

DEADLINE: Until Filled

JOB DESCRIPTION

POSITION: Drop/Count Team Member

DEPARTMENT: Drop Team

SUPERVISOR: Drop/Count Team Supervisor

LOCATION: Resort

EMPLOYMENT: Full-Time

PAY RATE: \$15.00 - \$18.00/Hour (Non-Exempt) D.O.E

LICENSE STATUS: Key-Employee

DESCRIPTION:

Will primarily be responsible to collect and count revenue from slot machine and table games. The employee is occasionally required to stand, walk; and stoop, kneel, bend. The employee must be able to lift and/ or move up to 50 pounds.

RESPONSIBILITIES:

- Provide excellent service to guests, internal and external, through active guest engagement and positive attitude.
- Responsible for collecting and counting revenue from slot machine and table games.
- Responsible to reconcile, total, record, and maintain revenue information.
- Must follow all control procedures.
- Must know, understand, and adhere to all policies and procedures of the Casino and Finance Department.
- Will perform all other duties as assigned.
- Reports directly to the Count Team Supervisor.
- Due to the dynamic Casino Environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Drop Team Department Policy and Procedure Manual.

- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and trainings facilitated by Management.

MINIMUM QUALIFICATIONS:

- High School diploma or GED.
- Must be physically fit to perform job duties including lifting to 50 pounds and bending.
- Must possess good math skills.
- Must be willing to work weekends, nights, and holidays.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

PREFERRED QUALIFICATIONS:

- Previous experience with large sums of money and counting accuracy.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated on the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

Date Approved by LVD Gaming Commission: 05/16/2023.

Date Approved by the Public Enterprise Finance Commission (PEFC): 03/28/2024.

Northern Waters Casino Resort

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Sign _____ **Date** _____