



JOB DESCRIPTIONS
JOB TITLE: DROP TEAM MEMBER

DEPARTMENT: Count
REPORTS TO: Drop Supervisor/Lead
FLSA DESIGNATION: Non- Exempt

SHIFT: Days, Evenings, Weekends,
Holidays as needed
WAGE STATUS: Hourly

SUMMARY:

Primary responsibility is for all monies received from the drop team. Verify, balance and record incoming cash, chips or other items of cash value from cash storage / bill validation boxes into the Casino Management System. Performs all functions in accordance with applicable laws and gaming regulations, mission and objectives of the Sugar Creek Casino and the Wichita and Affiliated Tribes, as well as established policies, procedures and controls.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following: The following is a list of the main duties/responsibilities. However, other duties may be assigned as deemed necessary by reporting senior.

1. Count out incoming cash, chips or other items of monetary value from bill validator or drop boxes. Verify the tally sheet for accuracy of count, denominational quantities and appropriate signature and date.
2. Bundles and bands monetary items while verifying total monetary amount, denominational quantities and segregation of denominations by chip or denominational value. Complete tally sheet, including signature and date.
3. Follows soft count and TICS procedures while completing job functions.
4. Transfer monies and/or chips to main vault by vendor.
5. Record all transactions completed in automated accounting system; report deviations or errors in accordance with TICS.
6. Learns proper operating procedures of electronic devices used in job functions and ensures these procedures are used to prevent damage to devices.
7. Assists in training new employees as needed.
8. Keeps area free of non-approved extraneous items.
9. Performs all other duties to be assigned.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATIONS:

1. Numerical or statistical aptitude.
2. Strong organizational skills.
3. Ability to use typing, adding machine and calculator.
4. Must be competent in the use of a computer for basic data entry.
5. Must be able to obtain and maintain a Gaming license.

EDUCATION and EXPERIENCE:

High School Diploma or GED equivalent preferred.

Three months previous cash handling experience, preferably in the casino or banking industry.

LANGUAGE SKILLS:

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or government laws and regulations. Ability to effectively present information and respond to questions from supervisors, managers or Gaming Commission.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistics. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Ability to: tolerate high stress, high pace workload, scrutiny from surveillance and audit of work. Perform work with degree of accuracy, separate denominational currencies/chips and reach conclusions from audit/verification of work product. Convey detail information in a clear, concise manner.

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. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate physical demands: sitting/standing for prolonged periods of time; with mobility to maneuver in vault and soft count area. Routinely lift up to 20 lbs, occasionally 40 lbs. Of material, revenue bags, supplies. Manual dexterity; to rapidly count cash, chips or monetary equivalency; to operate required equipment and to write alpha and numeric characters legibly. Visual acuity to discern denominational value of chips/monies or detailed writing on coupons and promotional cash equivalencies. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT:

Normally work in confined, isolated work area, with potential exposure to dust from counting large volume of currency or paper material.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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 exposed to cigarette fumes. The noise level in the work environment is usually moderate.

This establishment promotes a drug-free work environment.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

PUBLIC RELATIONS:

Important attributes of any employee of the Sugar Creek Casino and the Wichita and Affiliated Tribes, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

Closing:

Sugar Creek Casino is and Equal Opportunity Employer but does exercise Tribal and Native American Preference according to Federal Law.

As part of the Wichita Gaming Commission license process, final candidates will be required to obtain a gaming license by completing a background check with the Wichita Gaming Commission, prior to being employed by the Casino. These background checks may include, but are not limited to:

- Credit Check
- Criminal Background Check



Job Description Acknowledgement Form

I have received, reviewed, and fully understands the job description for Drop Team Member. I understand that this job requires Days, Nights, Evenings and Holidays and my schedule is subject to change to meet the Business Needs of the Casino. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____