



WIN-RIVER RESORT & CASINO

JOB DESCRIPTION

JOB TITLE:	Count Team Member
DEPARTMENT:	Count
REPORTS TO:	Cage and Count Manager
SALARY:	Grade 2, Entry \$13.04/hourly
CLASSIFICATION:	Non-exempt
SUPERVISES:	None
JOB SUMMARY:	This team member is responsible for the efficient collection (also referred to as dropping) and count of all currency and ensures proper accountability

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Counts and verifies all revenue collected from the Resort & Casino as scheduled and within established timeframes
2. Must be able to learn the aspects of and operate the machinery and equipment of the Count Room
3. Drops and verifies kiosk bill acceptors. Understands and operates “New Wave” software and equipment
4. Completes all preparatory work within established timeframes
5. Performs all duties in a manner that continually supports the vision, mission, values, and principles of the Resort & Casino
6. Performs all duties in a manner that adheres to the guest service standards established by Win-River Resort & Casino’s guest service program
7. Other duties as assigned by the Cage and Count Manager

EDUCATION REQUIREMENTS

The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position, however, higher levels of education than required will be reflected during the recruitment process:

- A High School diploma, or the equivalent thereof, is preferred

EXPERIENCE AND KNOWLEDGE REQUIREMENTS

The experience and knowledge requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position, however, higher levels of experience and knowledge than required may be reflected during the recruitment process:

- A strong combination of written and verbal communication skills to write, read and comprehend written correspondence is required
- The ability to effectively communicate, both in written and verbal forms, with guests and all team members of the Resort & Casino is required
- The ability to perform job functions in an atmosphere where priorities and deadlines may change frequently is required
- Strong computer skills, with demonstrated knowledge of Microsoft Office applications and online accounting systems, are required
- Previous experience in cash handling is preferred
- Strong mathematical skills are preferred

PHYSICAL REQUIREMENTS

The physical requirements outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this job:

- Continuously stands and bends/stoops
- Frequently walks, reaches below shoulder level, and kneels
- Occasionally sits, climbs, reaches above shoulder level, and squats
- Frequently lifts/carries up to twenty five (25) pounds is required
- Occasionally lifts/carries up to one hundred (100) pounds is required
- Continuously pushes/pulls up to fifty (50) pounds is required
- Occasionally pushes/pulls over one hundred (100) pounds is required
- The ability to use office equipment including, but not limited to a computer keyboard, calculator, general office equipment, and multi-line telephone, is required

WORKING CONDITIONS

The working conditions outlined here are representative of those that the team member will or may be exposed to while performing the functions of this job:

- While performing the duties of this job, the team member is frequently exposed to second-hand tobacco smoke
- While performing the duties of this job, the team member is usually subject to inside environmental conditions
- While performing the duties of this job, the team member may occasionally be subject to outside environmental conditions and to wet and/or humid conditions

OTHER INFORMATION

- Native American Preference Policy applies
- Win-River Resort & Casino is a drug-free workplace
- This job description does not list all the duties of the job. The team member may be instructed by management to perform other tasks or functions.
- This job description is not a contract for employment. Employment with Win-River Resort & Casino is considered “at-will”
- Must be able to comply with the Win-River Resort & Casino Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- Win-River Resort & Casino reserves the right to add, delete or modify without notice

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