POSITION ANNOUNCEMENT

POSITION: COUNT TEAM  LICENSED: Yes

DEPARTMENT: Count/Pull Department  GRADE: 13($10.00-15.00)

REPORTS TO: Count/Pull Manager  STATUS: Non-Exempt

POSITION SUMMARY:
Under the supervision of the Count/Pull Manager, the position sorts and counts all soft monies according to established procedures. The position is responsible for the day-to-day collection and storage of money according to established procedures.

ESSENTIAL FUNCTIONS:
1. Performs a count on all currency boxes and accurately documents the count.
2. Records table fills and credits along with opening and closing slips in table drop boxes.
3. Ensures all personnel policies and procedures as well as departmental policies and procedures are followed.
4. Must sign in/out the appropriate keys needed for the count.
5. Must comply with all internal control standards.
6. Maintains a clean and neat appearance.
7. “Pulls” bill acceptor box and for each machine and replaces it with spare box.
8. Wear required attire as specified by Casino policy, including back support belts.
9. Locks and transports filled carts to the Count Room.
10. Verifies that cash box replacement is secure/locked and ready for play.
11. Must punch in/out at the beginning and end of each shift using electronic time keeping system located by employee exits.
12. Responsible for arriving to work station on time, wearing proper uniform and safety equipment.
13. Other duties may be assigned within the scope and complexity of this position’s essential functions.
14. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Directing, including, Title 31 and Back Injury prevention.

PHYSICAL REQUIREMENTS
While performing the duties of this job, the employee is regularly required to walk with occasional sitting and standing. The Pull is required to mostly be standing. Frequently the employee must crawl, and kneel with frequent bending, squatting, crouching, and

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pushing/pulling. The employee must frequently lift and/or move up to 50 pounds while occasionally lifting and/or moving up to 100 pounds.

**POSITION REQUIREMENTS:**

1. High school diploma or equivalent required.
2. One to three months related experience or training desired.
3. Must be able to obtain a gaming license through the Bay Mills Gaming Commission and maintain eligibility throughout employment.
4. Excellent communication skills required.
5. Basic Math skills are required.
6. Ability to use computer and/or adding machines for counting and reporting purposes.
7. Must have an excellent past work record and attendance record: existing employees must have fewer than 13 attendance points. All applicants must rate above average on 3 past work references.
8. Must present a well-groomed, professional appearance and speak, understand and write in the English language.
9. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
10. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** Open Until Filled

**APPLY TO:** Please email application and resume to Erin Forrester, HR Generalist at eforrester@baymills.org

Subject: Count Team

*Applications can be found at [www.baymills.org](http://www.baymills.org) under “employment opportunities”*