



## POSITION DESCRIPTION

### Bay Mills Resort & Casino

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<b>POSITION:</b>	<b>COUNT/PULL SUPERVISOR II</b>	<b>LICENSED:</b>	Yes
<b>DEPARTMENT:</b>	Count/Pull Department	<b>GRADE:</b>	18(\$15.25-22.88)
<b>REPORTS TO:</b>	Count/Pull Manager	<b>STATUS:</b>	Non-Exempt

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#### **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. Provides exemplary customer service by "Exceeding Expectations One Opportunity at a Time".
2. Performs the listed duties in addition to the regular Count/Pull responsibilities.
3. Assist the Count/Pull Manager with all daily tasks that promote efficiency, accuracy and accountability. This may include the completion and filing of paperwork and reports, ensuring maintenance of and troubleshooting of all tools and equipment, providing up-to-date information to team members and communication of issues or concerns through proper channels.
4. Becomes familiar with and complies with the rules and regulations that guide the work of the department. This includes the Bay Mills Personnel Policies and Procedures, internal controls (i.e. MICS and SICS) and established department procedures.
5. Consistently evaluates department procedure, process and policy and recommends those additions and changes that would promote efficiency and professionalism to the Count/Pull Manager.
6. Works closely with those departments or vendors that provide services to, or rely upon Count/Pull performance, including Cage, Surveillance, Revenue Audit and Accounting
7. Works with the Count/Pull Manager to ensure efficient scheduling of staff, including the completion of tasks during the Count/Pull Manager's absence.
8. Reports all infractions to the Count/Pull Manager for review and consideration of disciplinary action.
9. Performs a count on all currency boxes and accurately documents the count.
10. Records table fills/credits along with opening/closing slips in the table drop boxes.
11. Responsible for the balance of soft count monies and reports.
12. Must sign in/out the appropriate keys for the Count/Pull.
13. Complies with the uniform standards of the department, including the use of required safety equipment and designated tools.
14. "Pulls" bill acceptor box for each machine and replaces it with spare box.
15. Locks and transports filled carts to the Count Room.
16. Verifies that cash box replacement is secure/locked and ready for play.
17. Must punch in/out at the beginning and end of each shift using electronic time keeping system.
18. Attends all trainings designated by the Human Resources Department and/or Department Manager.
19. Other duties may be assigned within the scope and complexity of this position's essential functions.

**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 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 present a well-groomed, professional appearance and speak, understand, and write in the English language.
8. Must possess personable customer service attitude along with organizational ability to handle multiple tasks simultaneously.
9. 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.
10. Must have an excellent past work record, including attendance.

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

**CLOSING DATE:** September 29, 2022 @ 4:30 PM

**APPLY TO:** Send Resume and Application to:

Anna Carrick; HR Generalist  
Bay Mills Human Resources Department  
12124 W. Lakeshore Drive  
Brimley, MI 49715  
(906) 248-8523

[amcarrick@baymills.org](mailto:amcarrick@baymills.org)

Subject: Count/Pull Supervisor II

**\*\*Applications can be found on the Bay Mills website at [www.baymills.org](http://www.baymills.org) under the employment section\*\***