

****EXTERNAL POSITION OPENING****

DROP TEAM MANAGER



RATE OF PAY: Wage scale pay rate
LOCATION: Seven Clans Casino – Thief River Falls, MN.
OPENS: January 13, 2023
CLOSES: Until Filled

Leadership:

- Provides positive support and leadership direction to the Drop Team.
- Ensures newly assigned staff members are scheduled for and complete departmental orientation.
- Provides job specific training to all newly hired associates so they may perform their duties in accordance with acceptable job standards.
- Provides recognition to all associates as appropriate for demonstrating positive job performance.
- Oversees, manages and performs the Drop and count procedures as required by team size.
- Works well as a team with internal and external departments in order to achieve teamwork.
- Ensures departmental staff is aware of performance standards, expectations and follows up with coaching, counseling and/or needed discipline.
- Ensures all associates within areas of responsibility receive fair, respectful and equitable treatment.
- Establishes credibility as a leader by displaying expertise and professionalism.

Communications:

- Invests time with individual or group Drop Team Members to listen and hear their feedback to build relationships.
- Ensures that the team understands what is communicated to them and tailors communication to an individual's level of understanding.
- On an individual basis or in a group format, explains why, shares information, and communicates the purpose of decisions to the team.
- Ensures internal departmental information that may affect external departments is communicated timely.

Department Operations:

- Supervises all elements of the Drop and Count Team Operations and fills in as needed to complete the process completely and timely.
- Ensures security protocols are followed when opening and closing gaming machines.
- Ensures the timely collection, accounting, recording, and safekeeping of funds.
- Prepares data for the department's budget and takes action on budget variance items.
- Ensures that security of the drop and count sensitive keys is properly controlled.
- Completes inventory of required equipment and supplies and prepares requisitions for replacements as necessary.
- Inspects work stations and other areas of responsibility to ensure they are clean, well organized, safe and well maintained.

REQUIRED QUALIFICATIONS

It is required the Drop Count Manager have a High School Diploma or G.E.D with proficiency and effectiveness for the position.

SEND COMPLETE APPLICATION/TRANSFER TO:
victoria.mostrom@7clans.com -Human Resources Office,