

# **\*\*EXTERNAL POSITION OPENINGS\*\***

## **DROP TEAM MEMBER**

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**RATE OF PAY:** Depending on experience  
**LOCATION:** Seven Clans Casino – Red Lake, MN.  
**OPENS:** August 22, 2023  
**CLOSES:** September 7, 2023

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### **JOB SUMMARY:**

This position ensures that all assigned tables and slot machines have monies dropped and currency is counted in accordance with established procedures. Performs all functions in accordance with applicable federal/state/local laws, gaming regulations and the mission and objectives of the Red Lake Nation. The following list of job functions is a general explanation but additional duties may be added as necessary to operate the casino successfully.

### **ESSENTIAL JOB FUNCTIONS:**

- Performs duties as assigned to Count Team Operations. Accurately counts and records daily cash receipts from various revenue producing venues.
- Conducts all facets of the count, prepares the drop, verification of documentation and bundling of currency to the final reconciliation of totals, as well as any other related task.
- Prepares various reports, reconciles all totals to the Master Summary; forwards all information to appropriate individual(s).
- Maintains all records, reports, and other required paperwork in the cashiering and count room division of the Finance Department.
- Uses equipment and supplies as required to ensure job performance standards are achieved in a safe and efficient manner.
- Provides excellent support services by ensuring all associate and peers are treated in a friendly and courteous manner.
- Provides excellent customer service by ensuring all guests are treated in a friendly and courteous manner.
- Ensures all assigned work is completed prior to the end of each shift.
- Reports to work, takes authorized breaks, and completes shift as scheduled. Notifies Manager in accordance with procedures when unable to do so.
- Ensures compliance with all applicable regulations, laws, internal policies/procedures, and internal control protocols.
- Performs other related duties as may be assigned by senior person in charge.

### **REQUIRED QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The individual must be at least 18 years of age.

### **SEND COMPLETE APPLICATION/TRANSFER TO:**

[victoria.mostrom@7clans.com](mailto:victoria.mostrom@7clans.com) -Human Resources Office,

Website: [www.sevenclanscasino.com](http://www.sevenclanscasino.com)