



ADVENTURE GUIDE POSITION DESCRIPTION

JOB TITLE:	Drop/Count Team	DEPT:	Finance
FLSA:	Non Exempt	DATE:	12/2013
REPORTS TO:	Cage Supervisor	SALARY GRADE:	

Our philosophy in Yurok Country is to create legendary adventures for our guests. Each adventure guide must support a standard of service excellence that exceeds expectations and creates a sense of place and welcome for each guest. By joining the Redwood Hotel Casino team of adventure guides; you are committing yourself to this philosophy and acknowledging your dedication to providing adventures filled with the traditions, stories and the beauty of Yurok Country. Be prepared to become a trailblazer creating magical moments with legendary service standards.

POSITION OVERVIEW *(the basic function of the position):*

Under direct supervision of the Cage Supervisor, count, wrap, verify, and prepare all monies to be transferred to the vault area. They will perform this by collecting/transporting cash boxes, emptying cash boxes, counting entire contents, and entering all information into a database using a personal computer. Team members will remove, replace, and transport bill validators and currency containers from slot machines on the casino floor and securely deliver to the Soft Count room in accordance with established procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the types of duties and knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensure compliance with all regulatory requirements in all areas at all times. Adhere to established quality, service delivery, customer service, and customer demand expectations. Adheres to all audit, legal regulations/laws and practices.
- Collect and transport all monies from the Gaming floor to the count rooms
- Set out all drop boxes for every machine daily, and use tracking software and labeler to specify machine numbers.
- Pull cash boxes from all gaming machines.
- Replace full cash boxes with empty cash boxes in all gaming machines.
- Take the full boxes and place them in a secure cart.
- Ensure all doors on the gaming machines are properly closed and secure.
- Ensure all the cart doors are locked and secure after each drop.
- Work as a key, runner/helper, or cart person as needed in the Drop Area.
- Verify each machine has been dropped, check all machines by zone, and check floor for coin.
- Maintain daily cash box inventory.
- Contribute to the team effort.
- Count, wrap, total, verify, and record monies and tickets from all gaming machines.

- Secure and maintain Gaming Operation revenues.
- Assist in the machine testing and enter all data upon verification of the physical count.
- Prepare paperwork and money for transfer to the Vault Area.
- Open bill validator (BV) boxes, Kiosk; count all monies.
- Verify each drop box, kiosk is completely empty, cleared and set up for next session.
- Return all empty kiosks to the vault.
- Keep contents of drop boxes separate until counted.
- Place and sort correctly drop boxes for next shift.
- Record kiosk counts and submit to Revenue Audit.
- Work as verifier or recorder as needed in the Count Area.
- Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
- Report equipment problems to supervisor and complete work orders for equipment needing repairs.
- Promote Tribal Member employment and mentor Tribal Team Members following Tribal Member Preference policies.
- Promote a clean, safe, healthy and friendly work environment for employees and guests; report and direct safety issues to Safety Team.
- Other duties as assigned.
- May assist as event support
- May be dual rated to assist in Casino and/or Hotel as business needs demand.
- Ability to maintain effective working relationships with public officials, department heads, associates and the public.
- Represent facility professionally and positively on the telephone and in person.
- Greet visitors as required.

SERVICE STANDARDS:

Must be able to incorporate Yurok Service Strategy into daily operations by demonstrating the following standards while performing the requirements of the job:

- Smile & Greet
- Name & Meet
- Listen & Act
- Make Their Day
- Ask & Sell
- Thank You & Goodbye

LANGUAGE SKILLS

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Skill in effectively, communicating information through verbal and written correspondence to employees, managers, clients, customers, and the general public, including writing reports, business correspondence and procedural manuals.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Have the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

To apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations. Skills in solving practical problems and dealing with situations where only limited standardization exists. Ability to analyze and solve complex management problems having nonstandard solutions. Skill in identifying and resolving administrative problems under pressure conditions. Skills in assessing operation, program, staffing and fiscal needs.

AUTHORITY & RESTRICTIONS (*supervisory capacity, signatory ability, access to sensitive areas, gaming /tipping restrictions*)

- This position does not have supervisory responsibility.
- This position is eligible for employee shuttle.
- Maintain confidentiality and discretion in all areas; including the dissemination of trade secrets, planning and promotional procedures, and customer information files.
- Access to sensitive customer information and computer processes.
- All employees are prohibited from participating in promotional awards, giveaways, drawings, tournaments or special events, except those specified for employees.
- No gaming or tip accepting in facility at any time.

POSITION REQUIREMENTS (*objective educational or technical training required; skills; and years of experience*):

- High school diploma or GED required
- Six months of high volume cash handling experience preferred
- Computer experience with MS Word and Excel.
- Familiarity with 10-key calculators.
- Hold or obtain CPR/First Aid certification within 30 days of employment.
- One year related experience and/or training (casino experience a plus) or equivalent combination of education and experience.
- Must be at least 21 years of age or older.
- Must pass and remain in compliance with Yurok Gaming Commission background check and drug free work place policies
- Ability to work weekends, holidays and evening hours as business demands

PHYSICAL DEMANDS/WORK ENVIRONMENT (*the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job functions*):

While performing duties of this position, employee is required to stand for extended periods, and frequently walk, and use hands to; finger, handle, or feel objects, tools, or controls. Occasionally sit. Must be able to lift 20 pounds with occasional lifting of more than 35 pounds, assisted. Ability to manage stress appropriately, make decisions under pressure, manage anger, fear, hostility and violence of others appropriately. The position requires the ability to process information using computer methods and technology, at times for more than 50% of the work time.

While performing the duties of this job, the employee is exposed to tobacco smoke, moving mechanical parts and fumes or airborne particles. The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally

subject to outside environmental conditions and to wet and/or humid conditions. The noise level in the work environment is usually moderate.

TRAVEL REQUIREMENTS

Local travel is occasionally required. Travel outside of the state is infrequently required. Typical travel time is generally less than a week.

TRIBAL PREFERENCE

“Tribal preference is given in compliance with the Indian Self-Determination and Education Assistance Act (25 U.S.C Section 450 e (B))”

This description of duties, responsibilities and requirements is a summary, and is not intended to include all that may be assigned or required. I hereby acknowledge I have read and understand the above presented position description. I am in receipt of our employment guidebook and understand my obligation to read and understand its contents:

Employee Name (Please Print)

Employee Signature Date

Manager Date