



# POSITION DESCRIPTION

## Bay Mills Resort & Casinos

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<b>POSITION:</b>	Count/Pull Team	<b>LICENSED:</b>	Yes
<b>DEPARTMENT:</b>	Count/Pull Department	<b>GRADE:</b>	14 (\$13.25-19.88)
<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. Functions – Duties (may have several of these)
3. Performs a count on all currency boxes and accurately documents the count.
4. Records table fills and credits along with opening and closing slips in table drop boxes.
5. Ensures all personnel policies and procedures as well as departmental policies and procedures are followed.
6. Must sign in/out the appropriate keys needed for the count.
7. Must comply with all internal control standards.
8. Maintains a clean and neat appearance.
9. “Pulls” bill acceptor box and for each machine and replaces it with spare box.
10. Wear required attire as specified by Casino policy, including back support belts.
11. Locks and transports filled carts to the Count Room.
12. Verifies that cash box replacement is secure/locked and ready for play.
13. Responsible for arriving to work station on time, wearing proper uniform and safety equipment.
14. Responsible for learning and following daily policies and procedures for the Count/Pull Department and Bay Mills Resort & Casinos.
15. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Directing, including, Title 31 and Back Injury prevention.
16. Performs and ensures compliance with the Bay Mills Gaming Commission Rules and Regulations.
17. 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. Must have a high school diploma or equivalent.
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 a 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:** October 14, 2021 @ 4:30 P.M.

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

Erin Forrester; HR Generalist  
Bay Mills Human Resources Department  
12124 W. Lakeshore Drive  
Brimley, MI 49715  
(906) 248-8526

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

Subject: Count Pull Team

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