



JOB POSTING

TITLE: Soft Count Team Member
DEPT: Finance
PAY: \$12.57/hr. (7)

JOB SUMMARY

RED RIVER - Responsible for counting all the contents of all table games, poker games, and slot currency acceptor drop boxes and recording counts and transaction amounts (i.e. table game fills and credits) on appropriate forms or entering amounts into computer system.

MINIMUM QUALIFICATIONS

REQUIRED - High school diploma or GED required | At least 21 years of age | 1 year general cashiering experience |

ESSENTIAL DUTIES – All Team Members must embrace and deliver Kiowa’s Guest Service Standards to every Guest on every shift, as outlined in Orientation, the Team Member Handbook, Standard Operating Procedures (SOPs), and any other related training | Consistently ensures an exceptional level of service and satisfaction is achieved throughout the property, exceeding the expectations of external and internal Guests alike in a timely and effective manner | Receive Soft Count drops and review, count, and sort money; verify accuracy of money records according to established standards, requirements, and procedures | Process related forms | Input Soft Count and other financial data into an assigned computer system; maintain related automated records; assure accuracy of input data | Maintain records and logs related to Soft Count drops, money totals, discrepancies, daily activities, and assigned duties | Communicate with Casino personnel to exchange information and resolve issues or concerns | Operate a currency counter, calculator, computer, and assigned software | All other duties as assigned | Must adhere to departmental, organizational, state, and federal safety rules and regulations, applicable processes for safe operation, appropriate Personal Protective Equipment, in addition to any/all related controls for personal welfare and the safety of others |

IMPORTANT NOTES

- 1) This announcement describes an open position at Kiowa Casino & Hotel, as of the posting date listed below. To be eligible to apply, current Team Members must have performed competently for at least 6 months in their current position. In addition, Team Members receiving corrective action within the previous 6 months may not be eligible for transfer. If you are interested in any posted position, please contact HR for a complete copy of the job description and an application or an internal application, if you are currently employed by Kiowa.
- 2) Native American Preference will apply in accordance with Tribal policies. All applicants must be able to work any shift, holidays, and weekends as scheduled. Current Team Members are also encouraged to submit an updated resume with their internal application. All Team Members must submit an internal application for each interested position. For example, if you have applied for a Floor Supervisor position and one week later Floor Supervisor is posted again, you must fill out another internal application.

STATUS: 1 F/T | POSTED: 03/17/23 | REMOVE: When Filled



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