

**DOUBLE EAGLE HOTEL & CASINO  
DROP TEAM MEMBER  
JOB DESCRIPTION**

Employee Name: \_\_\_\_\_

Department: G & A  
Reports To: Drop Team Manager  
Revised Date: September 9, 2019  
Approved By: Debbie Reynolds – Assist.GM  
Approved Date: September 9, 2019

**SUMMARY:**

Member performs functions relating to coin and currency count operations including coin dump, drop amount posting to computerized system counting and wrapping of currency and coin.

**DUTIES AND RESPONSIBILITIES:** Perform and complete Drop as directed by the Drop Leader and or Drop Manager

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must demonstrate knowledge of casino operations, and gaming rules and regulations also, demonstrate experience receiving, securing, handling, counting and reconciling, and distributing large sums of money quickly and accurately. Members have required area access to the count room. Has signature authority for all drop and count related gaming forms (key logs, weigh/wrap variance reports, slot summary reports, bill validator summary reports, etc...).

**EDUCATION and/or EXPERIENCE:** High School Diploma or Equivalent.

**LANGUAGE SKILLS:** Demonstrated effective and diplomatic oral communication skills using English.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or picture form, also the ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must have a valid Colorado driver's license. Must have a valid and current State of Colorado Gaming License as well as be at least twenty-one (21) years of age.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to stand and walk. The employee must regularly (25%) lift and/or move up to 100 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Back support belts are available and strongly recommended.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties involve working with large numbers of people while primarily in an inside environment, which is a frequently loud or containing high noise level. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, and vibration.

**MATERIAL AND EQUIPMENT DIRECTLY USED:** Supply and storage equipment used include: dollies, carts, change belts, change carts for transporting money, money change machines, coin/money counting machines.

**I am in receipt of this job description, which has been reviewed with me by my supervisor on this date.**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Date**