



# Kla-Mo-Ya Casino, Corporation

34333 Hwy 97 N ♦ Chiloquin, OR 97624 ♦ 541.783.7529  
[www.klamoyacasino.com](http://www.klamoyacasino.com)

## ***DROP TEAM MEMBER***

- REPORTING TO:** Drop Team Supervisor or CFO
- CLASSIFICATION:** Non-Management, Hourly, Regular, Part-Time
- SECURITY CLEARANCE:** **CLASS III**
- BENEFITS:** Eligible employees (working 30 hours or more) to receive medical, dental, and vision insurance, 401 (k) retirement plan, life and accidental death and dismemberment insurance, flexible spending accounts, supplemental life insurance, and employee assistance program. Additional benefits include company paid holidays, sick leave, vacation, paid jury duty, paid bereavement leave, and employee discounts.

### **INTRODUCTION**

Reporting to the Drop Team Supervisor, Manager or CFO, the primary purpose of the Drop Team Member is to remove, replace, and transport bill validators and currency containers in accordance with established procedures.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Responsible for the removal, replacement and transport of currency and bill validator's containers within established procedures.
2. Responsible for reading and adhering to all departmental policies, procedures, rules and regulations in relation to the drop.
3. Work as a team player and maintain a courteous and professional attitude at all times in order to insure a smooth and consistent level of workflow.
4. Responsible for maintaining confidentiality and anonymity while on duty, due to nature of position.

### **ADDITIONAL DUTIES:**

- Adheres to Casino standards for guest service and confidentiality.
- Refers guest problems or complaints to appropriate supervisors according to Casino policies.
- Reports and documents any observed or known safety hazard, conditions or unsafe practices and procedures to management immediately.
- Performs other job-related duties as directed.
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### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and interpret regulations and procedure manuals as related to the drop team.
- Ability to function effectively under the pressure of time.
- Ability to stand for long periods of time, walk distances without pause, and lift up to 25 pound.
- Ability to calculate basic math equations.
- Knowledge and ability to maintain a professional and courteous attitude and work as a team player at all times.
- Willingness and ability to work an irregular schedule, which includes weekends and Holidays.
- Ability to maintain confidentiality of records and information pertinent of the nature of the work.



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### **SUPERVISORY CONTROLS**

The Drop Team Member works under the direct supervision of the Drop Team Supervisor, Manager or CFO, who provides general instructions. Work is assigned in terms of functional objectives. The Drop Team Supervisor will provide guidance with unusual situations that do not have clear precedents. Work is spot checked for timeliness and accuracy.

### **QUALIFICATIONS, EXPERIENCE AND EDUCATION**

- High School Diploma or equivalent. **REQUIRED**
- Non-Indians must be 21 years of age. **REQUIRED**
- Enrolled Indians who are at least eighteen (18) years of age. **REQUIRED**
- Must be reliable and dependable. **REQUIRED**
- Must submit to and clear an Alcohol/Drug Screen. **REQUIRED**
- Good communication and interpersonal relationship skills. **REQUIRED**
- Must be Licensable by the Klamath Tribes Gaming Regulatory Commission. **REQUIRED**
- Indian Preference will apply.