

HOLLYWOOD PARK CASINO

JOB DESCRIPTION

TITLE OF POSITION: Countroom Clerk	DEPARTMENT: Cage
REPORTS TO: COUNT Cage and Countroom	DATE: AUGUST January 2017

POSITION SUMMARY:

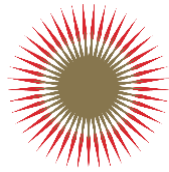
Responsible for supervising the accurate count of chips in all drop boxes on a per shift basis. Perform all duties assigned in accordance with all applicable legal regulations and requirements, presenting oneself as an asset to the Hollywood Park Casino and encouraging others to the same.

MAJOR DUTIES AND RESPONSIBILITIES:

- Count chips in drop boxes collected by security from the game tables.
- Prepare paperwork for submission to accounting.
- Log the chip count from each box to the chip denomination slip. Prepare chips and paperwork for transfer to the main vault
- Maintain security of the count room, drop boxes, and drop box keys while on shift.
- Participate in regular rotation of count room employees.
- Enter daily count data into Casino Management software as directed by Supervisor.
- Report all problems and unsafe work conditions immediately.
- Take direction from and complete all duties assigned by the Count Room Supervisor, Assistant Supervisor, Cage Manager or Supervisor and upper management.
- Must function in a team environment.
- Must communicate with and offer good customer service to co-workers and customers.
- Attendance and punctuality are essential functions for this position.
- Strictly adhere to all HPC timekeeping rules and procedures.
- Adhere to all department, Human Resources and Safety policies and procedures.
- Adhere to all applicable federal, state and local laws and regulations.

QUALIFICATIONS, EXPERIENCE, EDUCATION:

- Must be 21 years of age or older to apply.
- Must be able to pass a background check and obtain a casino work permit before entering this position.
- Must have employment eligibility in the U.S
- Must possess a high regard for customer service and Team Member relations.



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- Ability to adapt well to the casino environment that involves large numbers of people as well as loud and continuous high noise levels.
- Demonstrates Flexibility – able to change schedule or locations within the casino as required to meet the needs of the departments
- Demonstrates basic math skills (Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals).
- Must be able to work any shift and any day of the week, including weekends, holidays, and special events.
- Ability to establish and maintain effective working relationships with employees and guests.
- Ability to work under pressure and be detail oriented.
- Duties for this position require moderate physical exertion, such as sitting/walking at will, standing/sitting for long periods, lifting/carrying objects weighing up to 50 lbs., pushing/pulling objects, crouching/kneeling, bending, reaching, close vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering equipment. Safety precautions must be used at all times to avoid injury to oneself and others.

The above statements are intended to describe the general nature, level of work, and skills being performed by people assigned to this classification. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Furthermore, the above statements may be reviewed, changed and/or modified by management at any time, with or without notice to employees.

Acknowledgement:

I have read, understand, and will abide by the above Job Description. I am capable of fulfilling all of the essential duties and do not need an accommodation.

Print Full Name: _____ Employee ID: _____

Employee Signature: _____ Date: _____