

# Mazatzal Hotel & Casino

## **JOB ANNOUNCEMENT**

|                             |                                       |
|-----------------------------|---------------------------------------|
| <b>POSITION:</b>            | Security Officer                      |
| <b>DEPARTMENT:</b>          | <u>Security</u>                       |
| <b>STATUS:</b>              | Full-time                             |
| <b>RATE:</b>                | <b>\$14.00</b>                        |
| <b>NUMBER OF POSITIONS:</b> | 2                                     |
| <b>REPORTS TO:</b>          | Security Manager/ Security Supervisor |
| <b>SUPERVISES:</b>          | Security personnel                    |

### **JOB SUMMARY:**

Following Security department procedures, works to ensure protection of company assets and safety of guests and team members. Security personnel will have training in first responder duties.

### **ESSENTIAL JOB FUNCTIONS:**

- Observes and reports incidents, procedure violations, or criminal activities as they arise.
- Creates a safe, friendly environment for guests and team members.
- Safeguards property assets.
- Must complete, after hire, various training programs, such as CPR, and first aid and AED
- Performs other job related duties as assigned.

### **QUALIFICATIONS:**

- High School diploma or GED recommended. Experience may substitute for formal education.
- Excellent written and oral communication skills
- Ability to remain calm in tense situations.
- Must have strong customer service skills and good people skills plus diligence in learning Policy and Procedure, using that knowledge daily.
- Familiarity with MS Excel and Word.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

- Physically mobile with reasonable accommodations to stand for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned area.
- Read, write, speak and understand English.
- Must be able to lift up 25 to 40 pounds and carry up to 25 to 40 pounds.
- Must be able to stand 50% of work time.
- Must be able to walk 20% of work time, and sitting 30%.