

# Mazatzal Hotel & Casino

## JOB ANNOUNCEMENT

**POSITION:** Security Officer  
**DEPARTMENT:** Security  
**STATUS:** Full-time  
**SHIFT:** Days/Swings  
**RATE:** \$15.00 p/hr (Days)  
\$15.50 p/hr (Swings)

**NUMBER OF POSITIONS:** 2 (1 Days/1 Swing)  
**REPORTS TO:** Security Manager/ Security Supervisor  
**SUPERVISES:** 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, first aid and AED.
- Performs other job related duties as assigned.

### MINIMUM 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%.

If you are interested in being interviewed, please submit a letter of interest to **Andrew S.**, Interim Security Manager

(Tribal need to submit job application /resume to HR)

**Mazatzal Hotel & Casino reserves the right to make changes to the above job description whenever necessary.**