

# Mazatzal Hotel & Casino

## JOB ANNOUNCEMENT

<b>POSITION:</b>	Security Officer
<b>DEPARTMENT:</b>	<u>Security</u>
<b>STATUS:</b>	Full-time
<b>SHIFT:</b>	Days/Swings/Graves
<b>RATE:</b>	\$15.00 p/hr (Days) \$15.50 p/hr (Swings) \$16.00 p/hr (Graves)
<b>NUMBER OF POSITIONS:</b>	4 (1 Days/2 Swings/1 Graves)
<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, 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 to 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%.

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