

Mazatzal Hotel & Casino

JOB ANNOUNCEMENT

POSITION:	Security Officer
DEPARTMENT:	<u>Security</u>
STATUS:	Full-time
RATE:	\$15.50 p/hr
SHIFT:	Swings 2:00 p.m. – 10:00 p.m.
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:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.
- 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%.

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