



JOB DESCRIPTION

POSITION TITLE: Security Officer
DEPARTMENT: Security
SALARY: 17.00
POSTING DATES: Until Filled

GENERAL DESCRIPTION:

The Security Officer will work under the supervision and guidance of the Security Director, Supervisors and Deputies. It is preferred that employee must be expected to perform physically tasking duties during their work hours and also during any and all employee/departmental development trainings.

They must comply with the Company Policy and Procedures Manual and the Departmental Handbooks. The Security Officer will provide maximum security for all Spirit Lake Casino & Resort guests, employees, buildings and grounds.

RESPONSIBILITIES:

- Must adhere to the strict confidentiality of all information.
- Patrol allocated areas as directed. (Zone, Parking Lot, Hotel).
- Work as a team with other security officers, staff and departments.
- Maintains logs and/or records of activity during the scheduled shifts.
- Knowledge and use of radio procedures, zone orientations, and telephone.
- Knowledgeable of hard/soft count, Drop Team procedures. Emergency procedures, operation of alarm door, fire alarms, and key orientation.
- Provides assistance and/or information to Casino guests and others when necessary.
- Provide First Aid and/or CPR when necessary.
- Perform random checks at the Hotel.
- Follow orders from the Supervisors/Deputies under the direct supervision from the Director during concerts and events at the Spirit Lake Casino & Resort.
- To accept the responsibilities and fulfill the obligations of my role; protecting life and property.
- Preventing and reducing losses and crimes against my employer's business, or other organizations and institutions to which I am assigned.
- To respect and protect the confidential and privileged information of my employer or client beyond the term of my employment.
- Be able to familiarize yourself with all casino games played in order to detect and prevent any cheating.
- Direct all Security Personnel during all concerts & events held at the casino.
- Ability to perform administrative tasks, in the absence of the Security Director.
- Must have a valid drivers license.
- Other duties as may be assigned.

QUALIFICATIONS:

- High School Diploma or G.E.D. required.
- Basic computer and keyboard skills required.
- Excellent customer service and communication skills required.

- Valid North Dakota Driver's License.
- Must be able to lift/move a minimum of 50 pounds or more.

RELATIONSHIP TO OTHER POSITIONS AND ORGANIZATIONAL ENTITIES:

Work closely with Surveillance Personnel and Gaming Investigator or combat any type of theft from occurring at the casino. Must work as a team with other departments and coordinate directly with management in matters of policy and casino operations.

EMPLOYMENT STATUS:

Permanent, Full-Time, Hourly, Full Benefit Package, Health Insurance, Life Insurance, Personal Time Off, 401K Plan.

