

Job Title: Security Officer Trainee **Department:** 5122
FLSA: Non-exempt **Status:** Full-time
Reports To: Security Manager **Pay Grade:** 5
Benefits: Eligible upon 90 days – PTO/Holidays/Health/Optical/Dental/Life
Retirement: Eligible for enrollment on the first day of hire.

SUMMARY:

To ensure the safety and liability of S&K Gaming LLC guests and employees while on premises by performing security duties as assigned, and as written in policy and procedure. Anticipates potential problems and seeks ways to prevent disruption, injuries, and prohibited conduct from occurring on company property. Responds to emergency situations in a timely manner, and takes the appropriate steps to rectify situation, and at the same time minimize S&K Gaming LLC liability.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Executes emergency response and evacuation procedures as directed by the Security Supervisor
- Monitors and assists in the enforcement of S&K Gaming, LLC policies and procedures
- Investigates and/or reports hazards, unusual or suspicious circumstances to the Security Supervisor for correction or follow-up actions; maintains contact with Security Supervisor
- Observes activity and traffic on and around company property to enforce Casino rules/regulations by physically walking the entire perimeter and checking every department several times a day
- Alerts visitors of infractions; removes unwanted or disruptive visitors from property
- Assists any persons in building or grounds needing direction or Casino information
- Escorts people/property to desired destination when moneys, documents or safety of property or persons is a concern
- Responds to incidents, either at the request of other employees or guests initiated Composes reports in a timely manner and submits to Security Supervisor; may prepare other written reports as directed by the Security Supervisor
- Maintains communication with Security Supervisor regarding any issues that might reveal a weakness or vulnerable area of security that is discovered during operations
- Will respond to any emergency request at the property if the Security Manager

cannot be reached on or off duty

- Maintains a visible and accessible profile among guests, and employees to create a sense of security, to deter potential problems and to answer questions
- Ensure compliance with established rules and regulations.
- Assist in the recommendation, development and implementation of improvements to systems and procedures
- Provide leadership in the event of an emergency
- Interacts with guests and employees in a positive, professional manner
- Knowledge of Federal and Tribal Gaming Controls
- Knowledge of casino operation; this includes all aspects of gaming operations
- Knowledge of cash handling procedures, cage procedures, and shift manager duties; includes all reporting that is required
- Must maintain composure and strict confidentiality of all incidents to ensure guest's privacy at all time in all situations
- Other duties as assigned

SUPERVISION EXERCISED:

- Supervision over Staff and Facility in the event of evacuation

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED required

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of basic security and fire evacuation procedures
- Knowledge and skills in applying and enforcing all applicable departmental and enterprise policies and procedures.
- Ability to interact with guests in a calm and professional manner in an effort to control the situation and reduce escalation.
- Ability to establish and maintain effective working relationships within the organization as well as with local law enforcement agencies
- Skill in observing situations and decision making
- Skill in dealing courteously with the public

- Ability to effectively communicate both written and verbal
- Computer experience is required

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- This position will require physical activity along with desk duties
- Able to walk extensive periods while securing the premises, escorting employees to cage, but are not limited to just these activities
- Able to stand for long periods of time
- If the need arises remove patrons who are not complying with direction given
- Ability to remove self emotionally from situation to make sound decisions
- Ability to occasionally lift and/or move up to 50 pounds
- Will also work closely with all departments within the organization.
- Ability to work flexible hours/shifts including evenings, graveyard, weekends and holidays required.

CERTIFICATES, LICENSES & REGULATIONS:

- Required to complete Title 31 Bank Secrecy Act (Anti-Money Laundering) certification annually
- Required to watch Customer Service video annually
- Required to watch Sexual Harassment video annually
- Must obtain a First Aid/CPR card within 3 months of hire date
- SafeServ certification required
- Must complete fingerprint process
- Required to obtain and maintain gaming license from the CSKT Tribal Gaming Commission annually
- Preferred valid Montana driver's license
- Will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing
- It is always the responsibility of the employee to have all documents current and valid

I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements. By signing this document, I certify that I meet **all** the physical requirements for this job without limitation.

Employee Print & Sign

Date

HR Representative _____

Date