

**Job Title:** Security Supervisor **Department:** 5121  
**FLSA:** Non-Exempt **Status:** Full-time  
**Reports To:** Security Manager **Pay Grade:** 8  
**Benefits:** Eligible upon 90 days – PTO/Holidays/Health/Vision/Dental/Life/401K  
**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. Provide for a secure working environment for S&K Gaming facilities, employees and guests. The protection of S&K Gaming facilities and assets, and manage security operations, vendors and assets engaged in protecting corporate facilities.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Manage and report on physical security assets
- Support management in all issues related to security
- Conduct or direct research, investigations, or special projects as assigned
- Ensure that a high standard performance and customer service are present in all work assigned
- Assist in interview process and hiring of qualified candidates for security positions as they become available
- Completes schedules for security staff at KwaTaqNuk
- Escorts terminated employees off premises if needed
- Responds to all concerns from casino or resort staff in a timely manner
- Maintains open communication with Security Manager regarding any issues that might reveal a weakness or vulnerable area of security discovered during operations
- Will respond to any emergency at the request of either General Manager and/or CEO
- Ensure compliance with established rules and regulations
- Make recommendations, develop, and implement improvements to systems and /or procedures
- Provide leadership in the event of an emergency.
- Evaluate daily operations of the security department making a concerted effort to eliminate all areas of weakness
- Complete working knowledge of Federal and Tribal Gaming Controls.
- Working knowledge of casino operations, including all aspects of gaming operations
- Working knowledge of cash handling procedures, cage procedures and Slot Supervisor duties, including all reporting that is required
- Must always maintain composure and strict confidentiality of all incidents to ensure guest's privacy in all situations.
- Other duties as assigned by Security Manager

**SUPERVISORY RESPONSIBILITIES:**

- Will oversee the Security department in conjunction with the Security Manager daily, will also direct other staff of the Security department regarding Security Policies and Gaming Internal controls.

**EDUCATION and/or EXPERIENCE:**

- High School diploma or GED required
- Two (2) or more years of experience in the security field
- Three (3) months of experience in Casino/Resort security, Law Enforcement or Safety, Security Office or military required
- Must have one year of supervisory experience with a staff of two or more employees

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Exceed guests' expectations with quality and friendly service
- Treat all employees and guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards
- Comply with company performance standards and departmental policy and procedures
- Demonstrate pride and professionalism for the property and its goals.
- Support training and development for all Security staff
- Communicate, share ideas, concerns and explain "Why" behind decisions
- Maintain a consistent, regular attendance record
- Must be extremely detailed oriented, possess excellent organizational skills and strive for accuracy
- Must be flexible and a fast learner and willing to accommodate new and extra work as requested by Manager
- Knowledge of physical security and fire evacuation procedures
- Skill in observing situations and decision making
- Skill in dealing courteously with the public
- Skill in leading the work of others
- Ability to effectively communicate

**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 walk entire premise perimeter several times daily, may be required to run or move quickly
- Able to stand for long periods of time.
- If the need arises remove patrons who are not complying with direction given
- Able to sit and view hours of video
- Ability to remove self mentally from situation to make sound decisions
- 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
- SafeServ certification required
- Must obtain a First Aid/CPR card within three (3) months of hire date
- Required to complete SOCS certification within three (3) months of hire date
- Complete Spill Response training

- Must complete fingerprint process
- Required to obtain and maintain gaming license from the CSKT Tribal Gaming Commission annually
- Must possess a valid Montana driver's license and be insurable under the company's insurance policy
- 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 limitations.

\_\_\_\_\_  
Employee Print & Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative

\_\_\_\_\_  
Date