

Job Title:	Security Officer Trainee	Department:	5121
FLSA:	Non-exempt	Status:	Full-time
Reports To:	Security Manager	Pay Grade:	5
Benefits:	Eligible upon 90 days – PTO/Holidays/Health/Vision/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 Manager
- 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 Manager for correction or follow-up actions; maintains contact with Security Manager or Security Supervisor
- Observes activity and traffic on and around company property to enforce Resort-Casino rules/regulations by physically walking the entire perimeter, each floor, 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
- Composes reports in a timely manner, and submits to Security Manager; may prepare other written reports as directed by the Security Manager
- Maintains communication with Security Manager 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 property guests and employees to create a sense of security, to deter potential problems and to answer questions
- Ensure compliance with established rules and regulations
- 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 including all aspects of gaming operations
- Knowledge of cash handling procedures, cage procedures and Slot Supervisor duties including 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:

- None

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 company policies and procedures
- Ability to interact with guests in a calm and professional manner 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
- Computer experience is required

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- This position will require physical activity along with desk duties
- Ability to walk extensive periods while securing the premises and escorting employees to the cage, but are not limited to just these activities
- Ability 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 or move up to 100 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 three (3) months of hire date
- Receive & complete SOCS training within three (3) months of hire date
- SafeServ certification required
- Complete Spill Response training
- Must complete fingerprint process
- Required to obtain gaming license from the CSKT Tribal Gaming Commission annually
- Preferred 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 limitation.

Employee Print & Sign

Date

HR Representative

Date