



Job Description

Security Guard I

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DEPARTMENT: Security

REPORTS TO: Security/Surveillance Supervisor

Security Officer I

Department: Security

Reports to: Security Supervisor/Surveillance Manager

Summary

Oversees assigned security operations for the casino, casino grounds and parking areas, and administrative offices. Ensures that the premises are safe for guests and casino staff, that restricted areas are secure, and that everyone--on the premises and in secure areas--has a legal right to be there.

Principal Activities & Responsibilities

- ❖ The primary role of the Security Officer is to protect lives and casino property, while maintaining order among guests.
- ❖ Performs assigned duties, patrols, observes, and reports in accordance with departmental policies and procedures.
- ❖ Detains, defuses, negotiates, and deals with guests who demonstrate volatile or potential violent or disruptive behavior.
- ❖ Assists the shift supervisor in coordinating actions in emergency situations.
- ❖ Assists the Shift Supervisor in coordinating with local law enforcement, fire department, and Emergency Medical Services, and coordinates their efforts and activities on the premises when necessary.
- ❖ Provides security support for casino drops and counts, cash deliveries and pickups, and special events.
- ❖ Maintains all records, reports, and other required paperwork.
- ❖ Observes and reports on all incidents that relate to guest and employee safety and protection of casino property and assets.
- ❖ Keeps an open communication with other departments.
- ❖ Sets the example for excellent guest service standards and professionalism.
- ❖ Maintains appearance standards as outlined in departmental and Garcia River Casino policies and procedures.
- ❖ Provides courteous service to our guests and is cordial to all Team Members.
- ❖ Communicates effectively both orally and in writing.
- ❖ Maintains a good attendance record.
- ❖ Other duties as directed by management.

Level of Authority & Restrictions

Works under the authority of the Security Manager and Security Shift Supervisor. Exercises discretion, common sense, and good judgment and has limited decision-making authority.



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Physical & Mental Demands

- ❖ Must be able to multi-task.
- ❖ Must be able to sit and stand for long periods of time.
- ❖ Must be able to work at a computer for extended periods of time and occasionally for more than eight hours.
- ❖ Must be able to safely lift or move up to 100 pounds.
- ❖ Must be able to move quickly through large crowds over long distances.
- ❖ Must be able to work long hours that typically exceed an eight hour day.
- ❖ Must be able to work in a smoke-filled environment.

Working Conditions & Environment

- ❖ Must be able to work in smoking and non-smoking environments.
- ❖ Must be able to work all shifts, weekends, holidays & special events as needed.

Minimum Job Requirements

- ❖ Must be at least 21 years of age.
- ❖ Two years of casino or private industry experience in security, preferably Associates Degree in criminal justice, with security, law enforcement, or military-related experience.
- ❖ Possess good organizational and planning skills.
- ❖ Must possess reasonable ability to communicate in English.
- ❖ This position is subject to pre-employment drug testing and criminal history background check which may include fingerprinting.
- ❖ Must have employment eligibility in the U.S.
- ❖ Must receive and maintain a valid Class A gaming license from the Tribal Gaming Commission.

Indian Preference

It is the policy of the Tribe to grant Indian Preference in hiring, promotion, and retention, all subject to meeting or being capable of meeting minimum job and educational qualifications, while living on or near a reservation, in accordance with Title VII, Section 7(b) of the Indian Self-Determination and Education Assistance Act of 1975