



Swinomish Casino Job Description

Job Title: Security Supervisor
Job Number: 4106
Department: Security
Reports To: Risk Management Director and Surveillance Manager
FLSA Status: Non-Exempt
Prepared By: Osvaldo Guzman, Surveillance Manager
Prepared Date: 04/08/2015
Approved By: Steve Colmar, HR Director
Approved Date: 04/08/2015

SUMMARY

Protects and ensures the integrity of the Casino as a whole. Responsible for the physical assets and provides a safe environment to the Casino staff and Casino guests. Perform security patrols protecting from theft, embezzlement, sabotage, fire and accidents. Investigate and write reports on accidents, incidents, suspicious activities, safety and fire hazards and other security related situations. Oversee and assist in creating department schedule and managing daily activities in reference to scheduling conflicts. A Washington State Class III Gaming License is required upon employment. To perform this job successfully, an individual must be able to perform each essential duty and meet the minimum age requirement of 21.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Patrols lobbies, corridors, and public rooms. Maintains a constant surveillance throughout the Casino watching for irregularities or illegal gaming devices.
- Immediately reports suspicious or unusual activities to the Security Supervisor, Surveillance Officer and the Risk Management Director.
- Notifies staff of presence of persons with questionable reputations.
- Delivers fills/credits to cage and gaming stations.
- Escorts during box pulls and accompanies individuals responsible for the custody and control of assets into sensitive areas.
- Ensures the integrity of the perimeter and cage doors by performing periodic checks.
- Provides crowd control and control of incidents occurring on the gaming property. Warns or ejects troublemakers, and cautions careless persons. Removes individuals when necessary and with the direction of the Manager on Duty, Departmental Shift Supervisors with Security Supervisor approval and in accordance with prescribed methods.
- Checks identification of possible underage guests and prevents unauthorized entry to restricted areas.

- Patrols public areas to detect fires, unsafe conditions, and missing or inoperative safety equipment.
- Provides accident report and claim forms to team members who experienced a work-related injury.
- Accepts and tags lost property for safekeeping. Assists locating lost property. Completes report on property not found and submits.
- Assists management, TGA and law enforcement officers in emergency situations.
- Assists management in creating department schedule and managing daily activities in reference to scheduling activities.
- Accepts records and notifies management of complaints.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. One year supervisor experience preferred.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) is required, plus a minimum of one (1) to three (3) months Security / Law Enforcement experience and / or training is preferred. Must have a good working knowledge of security operations and safety practices in a business environment. The ability to communicate effectively both orally and in writing with staff and the public, to understand and follow standard operating procedures, to perform duties in a professional manner and appearance, to write and investigate required reports; and to make independent and good judgment decisions within proper policy and procedures is also required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Must be able to

- Apply and direct utilizing common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to maintain Washington State Class III Gaming License, Washington State Drivers License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to walk 90% of the time and is frequently required to stand; sit; use hands to finger, handle, or feel; and

reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 75 pounds to complete fills and occasionally lift and/or move more than 100 pounds when assisting in a medical emergency or evicting an individual from the premises. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to second hand smoke. The noise level in the work environment is usually very loud.