



YOUR HOME FOR MUCKLESHOOT INDIAN BINGO

JOB POSTING

Muckleshoot Indian Bingo is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act. Per MIB Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol.

JOB TITLE: Security Officer

GAMING LICENSE REQUIRED: Class IIA

RANGE: \$16.82 / hr

STATUS: Hourly, Nonexempt

SYSTEM TITLE:

POSITION REPORTS TO: Security Supervisor

JOB SUMMARY: Following Security department procedures, works to ensure protection of company assets and safety of customers and employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description may be amended, at any time.

1. Authority to observe and report all activities, incidents, or safety hazards; to uphold the integrity of the Bingo Hall. Under the guidance of Shift Manager, may respond to emergency situations as they arise.
2. Observes and reports incidents, procedure violations or criminal activities as they arise.
3. Creates a safe, friendly environment for customers and employees.
4. Safeguards property assets.
5. Must complete, after hire, various training programs, such as CPR, first aid, and defensive tactics.
6. Other duties as assigned.

LICENSES OR CERTIFICATIONS (required/preferred):

- Must have and maintain a valid Washington State Driver's License.

EDUCATION, EXPERIENCE AND TRAINING FOR POSITION (required and preferred):

- High School diploma or GED.

ON-SITE TEST REQUIRED: All tests are either distributed in person at the Human Resources Office or distributed during the interview process.

- Written report skills test.

ADDITIONAL REQUIRMENTS:

- Applicants will be required to successfully pass a "physical exam" to determine physical capability of performing the required tasks of the position.

OPENS: 1/10/19

CLOSES: 1/16/19 @ 5pm



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SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Demonstrate ability to learn, comprehend and follow detailed security manual procedures and instructions.
- Proven ability to document incidents and write up reports in an accurate and legible manner.
- Demonstrate ability to work with and maintain confidential information.
- Physical ability to perform security officer duties.
- Proven effective communication skills both orally and in writing. Read, write and speak English fluently.
- Demonstrate critical thinking, awareness, and problem-solving ability in every aspect of duties.
- Must portray an assertive, confident, and professional attitude when interacting with guests and employees.
- Capable of enforcing rules and regulations with diplomacy and tact.
- Proven ability to maintain composure during stressful situations.
- Utilize portable radio or cell phone to be in constant contact for the Department as needed.
- Working knowledge of health & safety standards, and safety regulations as required.

JOB DEMANDS

PHYSICAL

- The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Shift work, holidays, weekends, or nights may be assigned.
- Ability to maneuver in all areas of bingo, ascent/descent from stairs, frequent standing, walking, sitting, reaching, stooping, kneeling or crouching, and/or prolonged periods of time focusing on tasks.
- Ability to lift at least 50 lbs. May regularly need to lift/ move, push or pull up material or boxes necessary to the job functions, with or without assistance.
- Specific vision ability includes close vision, distance vision, color vision, peripheral vision, and depth perception. Visual acuity to discern and examine text, graphics, color and symmetry. Speech to communicate clearly, express ideas and convey information in an understandable manner.
- Ability to hear for listening comprehension and to understand ideas presented through spoken words and sentences.
- Manual dexterity to operate office or required equipment and examine or update documents, records, data, instructions, logs, and files.

MENTAL

Social perceptiveness to assess and understand other's reactions and behavior. Critical thinking to use logic and reasoning, reach conclusions/solutions. Comprehension in assessing, analyzing, and processing alpha, numeric, and visual data and completing required tasks or documents accurately. Ability to tolerate stress and conduct tasks under critical deadlines. Ability to concentrate on task over a period of time without being distracted.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing functions of his/her job and in areas monitored by security or surveillance cameras. Work in bingo operations and/or internal or external environments. Exposure to second hand smoke, moderate to high noise level, bright lights, fluctuating temperatures or weather conditions. Work is performed inside and outside the property with exposure to inclement weather and unpredictable crisis situations.

- *This list of minimum essential functions is illustrative of the minimums ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed as the maximum expectation, nor does it necessarily list all possible duties that may be assigned.*
- *Success in this position will require ongoing knowledge and application of Company driven performance indicators that include but are not limited to interpersonal and communication skills, change leadership and teamwork, customer service and satisfaction, attendance and punctuality, integrity and dependability.*
- *All duties shall be performed in accordance with Muckleshoot Bingo's policies & procedures, internal control standards, and organizational objectives.*
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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