



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 Shift Manager

HR UPDATE: 3/2021

GAMING LICENSE REQUIRED: Class IIA

GRADE: H12

STATUS: Hourly, Non-Exempt

SYSTEM TITLE: Security Shift Manager

POSITION REPORTS TO: Security Assistant Manager

JOB SUMMARY: The Security Shift Manager is responsible for the overall security of the Bingo and coordinating of security efforts to safeguard company assets, employees, and guests. Supervises security personnel and provides administrative oversight for the department.

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

- High school diploma or GED equivalent required.
- Valid Washington State Driver's License required.
- Two (2) year college degree required; related on the job experience may be considered in lieu of degree requirement.
- One (1) year law enforcement or Washington State gaming security background, and supervisory experience required.
- Experience using computers and Microsoft applications.

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. Practice, support and promote the Mission and Values of Muckleshoot Bingo.
2. Maintain utmost confidentiality regarding all information, both written and verbal.
3. Comply with the standard operating procedures of the department.
4. Oversees the day-to-day operations of the shift by scheduling staff and appropriate training, maintaining safety and security throughout the Bingo by ensuring all policies, regulations, and procedures are followed.
5. Supervises all Security personnel on designated shift in handling problems, incidents, PG's, etc.
6. Monitors and adjusts staffing levels.
7. Plans, assigns, and directs work, appraises performance, rewards and disciplines employees; addresses complaints and resolves problems for employees as well as guests.
8. Makes recommendations to the Manager for hiring and staff separations in accordance with company policies.
9. Promotes positive guest and employee relations, ensuring the highest possible standards of guest satisfaction and employee relations are maintained and carried out in a fair and equitable manner conducive to that goal.
10. Prepares and maintains various Security reports and documents.
11. Conducts and reviews security investigations concerning all incidents and issues taking place on Bingo property.
12. Instructs and monitors personnel on adherence to security policies and procedures.
13. Works closely with Bingo Security Manager, other gaming departments, and Tribal Gaming Agency to ensure protection of company assets.
14. Assists the Bingo Security Manager with special investigations and/or technical reports; completes special projects as needed.
15. Participates in formulating and streamlining departmental operations through the continuous assessment of policies and procedures, work processes, and program effectiveness and value.
16. Acts as the Bingo Security Manager in their absence when required.
17. Other duties as assigned.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Excellent organizational, communication, and leadership skills.
- Ability to work with and maintain confidential information.
- Ability to work effectively in high-pressure situations.
- Ability to portray an assertive, confident, and professional attitude when interacting with guests and employees.
- Must be capable of enforcing rules and regulations with diplomacy and tact.
- Ability to use modern office equipment.
- Ability to multi-task and maintain composure during stressful situations.
- Critical thinking, awareness, and problem solving ability are required in every aspect of your duties.

ADDITIONAL REQUIREMENTS:

- Ability to lift at least 75 lbs. 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. 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.
- Exposure to secondhand smoke, moderate to high noise level, bright lights, fluctuating temperatures, or weather conditions.

***This Posting is not inclusive all expected qualifications and expectations of this position. The Job Description is available for your review in the Muckleshoot Bingo Human Resources office.**

OPENS: 4/22/2021

CLOSES: When filled