



Menominee Casino Resort

2nd Posting

Position Security Officer OPEN UNTIL FILLED

Job Status Part-Time

Minimum Age 18

Wage \$11.00

Date Posted Wednesday, March 20, 2019 8:00:00 AM

Date Closed Friday, June 28, 2019 4:30:00 PM

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

The Menominee Casino Resort Security Department is responsible for protecting the assets, guests, employees and vendors of the Menominee Casino Resort.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ☐ Report to the Security Supervisor any violations, acts or situations that are detrimental to the Menominee Casino Resort, Thunderbird Complex.
- ☐ Submit written reports for emergencies, criminal activity, safety violations and incidents deemed reportable incidents.
- ☐ Provide escorts, observes guests and employees to ensure their safety and protection; identify potential safety hazards and report it to the appropriate individual for proper resolution.
- ☐ Provide a safe environment for guests and employees while on the premises of the Menominee Casino Resort and Thunderbird Complex.
- ☐ Knowledgeable with hazardous materials used on property and laws, rules and regulations.
- ☐ Dispatch security and emergency personnel during emergencies, Fire Department, Emergency Response Team and Tribal/County Police to various areas of the property according to emergency communications protocols.
- ☐ Knowledgeable with Menominee Casino Resort monthly promotions and inform guests of upcoming promotions.
- ☐ Ensures safe transportation of company monies and assist in the opening and closing of the gaming tables.
- ☐ Interacts with guests and employees in a respectful, courteous and professional manner.
- ☐ Ensures a maximum level of guest service and satisfaction throughout the property is achieved and maintained in accordance with the Guest Service Standards.
- ☐ Facilitates the flow of information, by attending pre-shift meetings and regularly scheduled departmental meetings.
- ☐ Access keys necessary to perform routine duties.
- ☐ Accepts identification from all persons who appear to be under the legal age, to ensure compliance with tribal, state and federal gaming regulations.
- ☐ Responsible for maintaining a consistent, regular attendance record.
- ☐ Responsible for transporting guests and employees with the security truck, shuttle bus or van for company business as necessary.
- ☐ Responsible for cleaning and washing the security truck and shuttle bus once a week.
- ☐ Responsible for conducting safety checks on the security truck and shuttle bus on a daily basis and submit a report if there is damage to the vehicle.
- ☐ Communicates with all departments and Security Officers to ensure security preparedness in the event of emergency or other situations, which requires immediate attention.
- ☐ Maintain activity logs of incoming and outgoing information to include radio, telephone, visitors, daily log, equipment log, lost and found and viewing security monitors.
- ☐ Act as a telephone switchboard operator as necessary.
- ☐ Monitor keys in key tracer and check for keys not returned to key tracer and report it to the Security Supervisor and Casino Shift Manager.
- ☐ Must be able to multi task, dispatch, log data, maintain records, issue equipment and operate a computer.



MENOMINEE
CASINO RESORT

Menominee Casino Resort

QUALIFICATION REQUIREMENTS

EDUCATION and/or EXPERIENCE

Must have a High School Diploma or equivalency.

Must have good organizational, writing and reading skills. Candidates should have a good understanding and working knowledge with computers and possess typing skills. Excellent communication skills required.

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

SPECIAL QUALIFICATIONS

Must be eighteen (18) years of age or older.

Must be able to be approved for and maintain a valid gaming license.

Must possess and be able to maintain a valid regular Wisconsin Driver's License and be eligible to be on the Menominee Indian Tribe of Wisconsin's approved drivers list.

Special consideration will be given to post High School education in security, law enforcement, criminal justice or related fields.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding 2 years.

"In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in the Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact."

Hiring in Gaming Position is contingent upon criminal background check.

LANGUAGE SKILLS

Ability to read and comprehend documents such as safety rules, operation and maintenance instructions, and procedure manuals.
Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

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

REASONING ABILITY

Ability to apply commonsense reasoning to a variety of situations. Ability to apply commonsense understanding to carry out instructions in written, oral or diagram form.

PHYSICAL DEMANDS



MENOMINEE
CASINO RESORT

Menominee Casino Resort

The physical demands described here are representative of those that must be met by 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 and hear. The employee is also required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl. Employee is regularly required to lift and/or move up to fifty pounds and occasionally lift and/or move up to seventy pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Shall be in good physical condition with no physical limitations and stand and be on their feet for long periods of time. Shall be able to patrol in cold and hot weather for short periods of time.

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.

The employee is regularly exposed to outside weather conditions.

The noise level in the work environment is usually moderate however when there are scheduled events the noise level increases to loud.

Maintain records, radios, telephone, visitors, control logs, equipment check out and monitoring security monitors.

CONSENT TO OBTAIN MOTOR VEHICLE RECORD

I understand that driving a vehicle may be a requirement of the position I currently hold with MITW or am being considered for with MITW and that having and maintaining a satisfactory driving record is a condition of my employment.

I agree to allow Menominee Indian Tribe of Wisconsin to check my driving record prior to hire and periodically as long as I am an employee of MITW. As a current or prospective employee of MITW, I further agree to report any license suspensions, serious accidents or offenses, or any other condition that may affect my ability to drive a Menominee Indian Tribe of Wisconsin vehicle (or my own vehicle, if I am required to drive) to my supervisor immediately.

I understand that the Menominee Indian Tribe of Wisconsin will use this information for employment purposes only and not furnish this information to a third party (with the exception of the Tribe's insurance carrier) without my written consent.

I agree to release Menominee Indian Tribe of Wisconsin, its employees and those who supplied you with the information from any liability for any damage which may result from furnishing the requested information or my failure to be hired for the position for which I am applying.

Print Name

Date of Birth

Driver's License Number

State of License

Signature

Date

Approved Driver Policy Acknowledgement Form

I, _____, have read and understand the
Menominee Indian Tribe's Approved Driver Policy and agree as a condition of being
added to the MITW approved drivers, list to abide by those standards.

SIGNATURE

DATE

DEPARTMENT

C: Insurance file
Supervisor

I. Approved Driver's List Policy

The Insurance Department maintains an Approved Driver's List (ADL) which contains the names and driving history of individuals authorized to operate vehicles owned and /or operated by covered entities, which includes the Tribe's departments, Menominee Casino, Bingo and Hotel, Menominee Indian Gaming Authority, College of Menominee Nation, Menominee Fuel Station and Kenosha Gaming Authority.

1. Individuals who are not on the ADL or are removed from the ADL are not authorized to operate any Tribal vehicle on behalf of the covered entities.
2. To be added to the ADL, individuals must meet the following minimum requirements:
 - a. The supervisor must submit a written request to the Insurance Department to have the individual added to the ADL;
 - b. The individual must provide sufficient identifying information to the Insurance Department allowing it to obtain motor vehicle records from the State of Wisconsin, Menominee Indian Tribe of Wisconsin and any other jurisdiction possessing driving records on the individual;
 - c. The individual must possess a valid driver's license issued by the State of Wisconsin;
 - d. If the individual has had a driver's license issued by another state/jurisdiction in the last five years, the individual must provide a copy of that license to the Insurance Department;
 - e. The individual must sign a "Consent to Obtain Motor Vehicle Record";
 - f. The individual must have an uninterrupted driving record for a period of five years if involved in emergency services (law enforcement, emergency medical services, conservation, emergency government);
 - g. The individual must have an uninterrupted driving record for a period of three years if not involved in emergency services. This requirement may be waived at the discretion of the insurance department if:
 1. License was suspended for non-driving offense or,
 2. Period of interruption was less than 30 days or,
 3. License was voluntarily surrendered or -
 4. Individual has been licensed for less than three years.

In the event a waiver is granted, the individual understands and agrees that a motor vehicle check may be obtained every six months until the three year period is met and any resulting accidents and/or violations may result in termination.

- h. The individual must not have more than three moving violations during the period outlined in par f and par g above.
 - i. The individual may not have an Operating under the Influence, Reckless Driving, Attempting to Elude, or an At Fault Accident involving a Fatality in the last five years.
 - j. Individuals not meeting the requirements as outlined above may be added to the ADL on a case-by-case basis
3. Employees who have been added to the ADL are required to follow the procedures below:
- a. Employees are required to wear seat belts at all times while in a moving vehicle being used for Tribal business, whether they are the driver or a passenger.
 - b. Use of hand held cell phones, whether personal or business owned, while behind the wheel of a moving vehicle being used on Tribal business is strictly prohibited.
 - c. Engaging in other distracting activities including but not limited to **texting, eating, putting on makeup, reading or changing radio stations or music**, is prohibited while driving.
 - d. Use of alcohol, drugs or other substances, including certain over the counter medications, which in any way impair driving ability, is prohibited.
 - e. Transporting or possessing alcoholic beverages or illegal drugs in a Tribal vehicle is prohibited.
 - f. Transporting or possessing firearms or any other weapon in Tribal vehicles is prohibited. Occupations requiring the carrying of service firearms are exempt.
 - g. Smoking in Tribal vehicles is prohibited. This applies to driver and passengers.
 - h. Employees are expected to follow all driving laws and safety rules and will be personally responsible for any driving infractions or fines as a result of violation of any laws or rules while driving on Tribal business.
 - i. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
 - j. Employees who drive commercial vehicles or who are otherwise subject to separate rules and regulations such as those dictated by state and/or federal law are also expected to adhere to all policies and regulations associated with the appropriate law or regulation that applies
 - k. Employees must promptly report any accidents to local law enforcement as well as the Tribe in accordance with established policies.
 - l. Employees involved in an accident while on Tribal business will be subject to drug and alcohol testing.

- m. Employees must report any moving or parking violations received while on Tribal business.
 - n. Personal use of Tribal vehicles is prohibited.
 - o. Employees must advise their immediate supervisor of any license suspensions, serious accidents or offenses, or any other condition which may affect their ability to maintain eligibility for the ADL. If an employee is convicted of an offense that results in the revocation or suspension of driving privileges, the employee will be removed from ADL even if eligible for an occupational license.
 - p. Employees must operate the vehicle in a safe, prudent and responsible manner.
 - q. Employees will be responsible for any and all fines, liabilities, damages resulting from grossly negligent or illegal use of Tribal vehicles.
 - r. Failure to adhere to these policies may result in disciplinary action per Menominee Indian Tribe of Wisconsin's Personnel Policies.
4. Menominee Indian Tribe of Wisconsin will check motor vehicle records for all employees on the ADL on a periodic basis. Any employee who does not meet the requirements as outlined may be removed from the ADL. The Insurance Department at its' discretion may require employees, at their own expense, to attend Driver Safety Classes or Defensive Driving Classes in order to remain on the ADL.
5. If driving is an essential job function, employees who no longer qualify for the ADL may be transferred to a position not requiring ADL approval, may be demoted until they meet ADL requirements, may be terminated or may be required to use their own vehicle at their own expense.