MENOMINEE
CASINO RESORT

Menominee Casino Resort

2nd Posting

Position	Security Officer	**Job Status**	Part-Time
		Minimum Age	18
Wage	$11.00		
Date Posted	Thursday, April 08, 2021 8:00:00 AM		
Date Closed			

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 escort 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 (N2).
- Responsible for cleaning and washing the security truck and shuttle bus once a week (N2).
- 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 (N2).
- 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.

QUALIFICATION REQUIREMENTS

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.

EDUCATION and/or EXPERIENCE

Must have a High School Diploma or equivalency.

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.

Shall be able to successfully complete and pass CPR/First Aid and Automated External Defibrillator Training course and keep certified.

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

PHYSICAL DEMANDS

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.