

JOB ANNOUNCEMENT

POSITION: Security Officer
DEPARTMENT: Security
STATUS: Full-time
RATE: \$12.00
NUMBER OF POSITIONS: 1
REPORTS TO: Security Manager/ Security Supervisor
SUPERVISES: Security personnel

JOB SUMMARY:

Following Security department procedures, works to ensure protection of company assets and safety of customers and employees. Security personnel will have training in first responder duties.

ESSENTIAL JOB FUNCTIONS:

- Observes and reports incidents, procedure violations, or criminal activities as they arise.
- Creates a safe, friendly environment for customers and employees.
- Safeguards property assets.
- Able to train and know First Responder duties.
- Must complete, after hire, various training programs, such as CPR, first aid, and defensive tactics.
- Performs other job related duties as assigned.

QUALIFICATIONS:

- High School diploma or GED recommended. Experience may substitute for schooling.
- Excellent written and oral communication skills
- Must know how to handle pressure situations.
- Must have ability to handle emergency type situations.
- Must have strong customer service skill and good people skills plus diligence in learning Policy and Procedure, using that knowledge daily.
- Must have experience in computer Microsoft Excel and Word skills.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.
- Physically mobile with reasonable accommodations to stand for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned area.
- Read, write, speak and understand English.
- **Must be able to lift up 25 to 50 pounds and carry up to 25 to 50 pounds.**
- Must be able to stand 45% of work time.
- Must be able to walk 45% of work time, and sitting 10%.

SHIFT: GRAVES
OPENING DATE: NOVEMBER 02, 2020
CLOSING DATE: NOVEMBER 09, 2020

If you are interested in being interviewed, please submit a letter of interest to **Larry Modglin**, Security Manager

(Tribal need to submit job application /resume to HR)