



# WIN-RIVER RESORT & CASINO

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Security Guard
<b>DEPARTMENT:</b>	Security
<b>REPORTS TO:</b>	Security Manager
<b>SALARY:</b>	Grade 3, Entry \$13.04/hourly
<b>CLASSIFICATION:</b>	Non-exempt
<b>SUPERVISES:</b>	None
<b>JOB SUMMARY:</b>	This team member ensures the safety and security of guests and team members, while also protecting the physical assets of the Redding Rancheria and the Resort & Casino

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

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The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Provides assistance to all guests, vendors, and team members as needed
2. Makes players feel welcome, comfortable, and safe while at Win-River Resort & Casino
3. Dresses in the appointed Security Guard uniform, as outlined in the Department Handbook. The uniform must be neat, clean, and pressed
4. Stays at assigned post until properly relieved or directed to do so by the Shift Supervisor
5. Follows proper instructions and guidelines during emergency situations, including the use of emergency equipment, first aid, alarms, lights, crowd control evacuation, etc.
6. Makes hourly checks of buildings and grounds, as assigned, and checks maintenance records as indicated
7. Keeps accurate logs for visitor and vendor entries onto the property
8. Attends all scheduled meetings, classes, and trainings
9. Contacts the Supervisor or designated assigned team member during an emergency or questionable situation immediately
10. Assists and cooperates with all outside medical and/or law enforcement agencies
11. Performs the duties of data entry and other clerical duties of the security office as assigned
12. Performs all duties in a manner that continually supports the vision, mission, values, and principles of the Resort & Casino
13. Performs all duties in a manner that adheres to the guest service standards established by Win-River Resort & Casino's guest service program
14. Other duties as assigned by the Security Manager

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## EDUCATION REQUIREMENTS

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The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position; however, higher levels of education than required will be reflected during the recruitment process:

- A High School diploma, or the equivalent thereof, is required
- Previous education and/or general experience in the security field is preferable

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## EXPERIENCE AND KNOWLEDGE REQUIREMENTS

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The experience and knowledge requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position; however, higher levels of experience and knowledge than required may be reflected during the recruitment process:

- A valid California Driver's License and have current insurance is required
- Must be eligible for approval to drive Win-River Resort & Casino vehicles
- A strong combination of written and verbal communication skills to write, read, and comprehend written correspondence, concurrent with the ability to effectively communicate with guests and team members of the organization is required
- The ability to obtain and maintain all certificates in 1<sup>st</sup> aid, CPR (Cardiopulmonary Resuscitation), AED (Automated External Defibrillator), PATH (Practical and Tactical Handcuffing), MOAB (Management of Aggressive Behavior), and TIPS (Training Intervention Procedures) is required
- Experience with computers, phones, and radio equipment is desirable

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## PHYSICAL REQUIREMENTS

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The physical requirements outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this job:

- Continuously walks
- Frequently stands, climbs, and reaches below shoulder level
- Occasionally sits, drives, bends/stoops, reaches above shoulder level, kneels, squats, and crawls
- Frequently lifts/carries up to ten (10) pounds is required
- Occasionally lifts/carries over one hundred (100) pounds is required
- Frequently pushes/pulls up to ten (10) pounds is required
- Occasionally pushes/pulls over one hundred (100) pounds is required
- The physical ability to run, kick, knee strike, restrain aggressive person(s), apply holds in accordance to MOAB training, handcuff in accordance to PATH training, and subdue/physically control aggressive person(s) is required
- The ability to use office equipment including, but not limited to a computer keyboard, calculator, general office equipment and multi-line telephone is required
- The ability to lift up to seventy five (75) pounds is required
- The ability to push or pull one hundred (100) pounds is required

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### **WORKING CONDITIONS**

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The working conditions outlined here are representative of those that the team member will or may be exposed to while performing the functions of this job:

- While performing the duties of this job, the team member is frequently exposed to second-hand tobacco smoke
- While performing the duties of this job, the team member is usually subject to inside environmental conditions
- While performing the duties of this job, the team member may occasionally be subject to outside environmental conditions and to wet and/or humid conditions

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### **OTHER INFORMATION**

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- Native American Preference Policy applies
- This individual must be able to meet the suitability requirements of the Redding Rancheria's Gaming Agency to obtain a gaming license
- Win-River Resort & Casino is a drug-free workplace; applicants must be able to pass a pre-employment drug screening
- This job description does not list all the duties of the job. You may be instructed by management to perform other tasks or functions
- This job description is not a contract for employment. Employment with Win-River Resort & Casino is considered "at-will"
- Must be able to comply with the Win-River Resort & Casino Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- Win-River Resort & Casino reserves the right to add, delete, or modify without notice

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