

CASINO SAN PABLO of Lytton Rancheria

Job Description

Job Title:	Security Supervisor	Prepared By:	Security Director
Department:	Security	Date Issued:	April 12, 2019
Reports To:	Manager & Director of Security	Approved By:	Michael Goryczynski, GM
FLSA Status:	Non-Exempt	Approved Date:	

SUMMARY

Supervises Security personnel assigned to a particular eight-hour shift.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervise, Train, and evaluate the assigned Security staff.

Assist in the planning and supervision of on-the-job training.

Review reports to make sure that they are accurate, complete, and thorough

Recommend disciplinary action when appropriate.

Satisfactorily complete all training and classes assigned.

Verify and approve all arrests.

Respond to all alarms and other emergencies on Casino San Pablo property.

Maintain knowledge of and adhere to policies, procedures, laws, standards, and regulatory requirements that are in the MICS, SICS, Company Team Member Handbook, Department Manual, Duty Sheets, Green Book, Laws/Penal Codes, Key Control Policy, Title 31, and other documentation that is presented and distributed.

Must be committed to and exemplify our culture of Friendliness and Cleanliness through Kindness, Dignity, and Respect.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A basic working knowledge of all the aspects and operations conducted at San Pablo Lytton Casino.

SUPERVISORY RESPONSIBILITIES

Security personnel assigned to a particular eight-hour shift.

EDUCATION and/or EXPERIENCE

Prior security or law enforcement experience

LANGUAGE SKILLS

Ability to communicate effectively in the English language. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients and the general public.

MATHEMATICAL SKILLS

Basic Math skills

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Gaming License, CPR, First Aid, AED, Verbal Judo, Laws of Arrest, Workplace Harassment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an 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 stand and talk or hear. The employee must frequently lift and/or move up to 50 pounds. The employee oversees and takes part in law enforcement type tactical training which involves physical exchanges with other trainees including but not limited to handcuffing, being handcuffed, detaining, being detained and other physical exercises.

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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually loud.

Should be able to adapt well to the casino environment involving large numbers of people, loud and continuous high noise levels. Must also be able to psychologically handle the concept of persons occupying an establishment for the purpose of gambling, drinking, eating and smoking for long periods of time.