

Xaa-wan'-k'wvt Village and Resort

Position Description

Title: Security Guard

Status: Full-time

Supervisor: Assistant Manager

Effective Date: June 8, 2017

FLSA: Non-exempt

Pay Grade: 1 (\$10.00 – \$14.00)

Subordinates: None

Position Summary:

This position will guard the park property, facilities, and guests. This position requires you to maintain a high visibility presence and report any, and all illegal or inappropriate actions. This position is to detect, deter, observe and report any illegal and/or suspicious activities. The primary responsibility is to provide safety and protect the guests and tenants of XVR.

Essential Duties and Responsibilities:

- Responsible for patrolling property of XVR. This primarily includes driving around property and walking in lower beach areas.
- Observe for signs of crime or disorder and investigate disturbances.
- Act lawfully in direct defense of life or property.
- Report immediate acts of crime, disorder, or threats directly to the Assistant Manager and local authorities as necessary.
- Fill out daily security logs and reports as required.
- Patrol randomly and regularly check buildings and property throughout shift.
- Communicate any events with other security guards on staff.
- Assist during special events on property.
- Ensure park cleanliness (empty ashtrays, pick up loose trash on grounds, etc.)
- Develop working relationships with all employees to ensure trust and communication.
- Document guest comments, suggestions, and concerns and forward them to the Assistant Manager.
- Reports resort emergencies to management and appropriate authorities as needed.
- Temporary or permanent duties and responsibilities may be added to, or modified as needed.

Minimum Qualifications:

- Must be able to perform all essential duties and responsibilities.
- High School Diploma or equivalent (GED).
- Ability to communicate clearly and effectively through both verbal and written venues.
- Personable, enjoy working with people, and have a friendly personality.
- Must have the ability to follow instructions, policies and procedures, maintain effective working relationships with others.
- Understand and follow the safety/security policies.
- Work flexible schedules when needed, and meet attendance standards.
- Must have valid driver's license.
- Ability to communicate clearly and effectively through both verbal and written venues.
- Ability to pass a background check.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Preferred Knowledge:

Comprehensive knowledge of the history, culture and organization history of the Xaa-wan'-k'wvt Village and Resort, Inc. and the Tolowa people is preferred.

Language Skills:

Need to be able to read, analyze and interpret policies and procedures.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/move 50 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

The noise level in the work environment is usually moderate. Temperature will vary depending on the season. You may be required to work in the rain at times.

Additional Employment Conditions:

All Xaa-wan'-k'wvt Village and Resort employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Xaa-wan'-k'wvt Village and Resort drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____