



POSITION DESCRIPTION

Bay Mills Resort & Casinos

POSITION:	Security Supervisor (Part time)	LICENSED:	Yes
DEPARTMENT:	Security Department	GRADE:	20 (\$16.54-24.81)
REPORTS TO:	Security Supervisor	STATUS:	Non-Exempt

POSITION SUMMARY:

Under the direction of the Security Supervisor II, the Security Supervisor assists with the enforcement of departmental policies & procedures while overseeing the conduct and performance of security personnel.

ESSENTIAL FUNCTIONS:

1. Provides exemplary customer service by “Exceeding Expectations One Opportunity at a Time”.
2. Maintain a neat, clean and professional appearance per the standards set by the Security Department.
3. Performs all duties of the Security Guard, as required (see Security Guard Position Description).
4. Determines shift personnel requirements, establishes priorities and assigns work accordingly.
5. Ensures the accuracy and completeness of all reports by reviewing all submitted reports during the shift.
6. Communicates relevant job information from the Director of Security and Surveillance to Security staff.
7. Ensures staff compliance and knowledge of established policies and procedures.
8. Consults with relevant departmental managers and/or supervisors in order to make informed, relevant decisions.
9. Ensures proper training and orientation of staff.
10. Informs Director of Security and Surveillance 24 hours a day of all major and serious occurrences.
11. Administers counseling and/or fair disciplinary action to staff to ensure an orderly shift.
12. Keeps current with all ERT procedures, fire emergencies and safety rules, regulations, and any other required training.
13. Ensures employee attendance to all required training.
14. Creates a friendly/optimistic work atmosphere for staff.
15. Practices and promotes standardized employee safety procedures.
16. Participates in the selection process and/or recommends potential employees to the Director of Security and Surveillance.
17. Attends all scheduled departmental meetings.
18. Participates and/or assists in all medical emergencies within the property and effectively critiques staff performance.
19. Professionally communicates with local police agencies and/or representatives, as needed.
20. Effectively and professionally communicates with Surveillance.
21. Ensures staff knowledge of all company promotions.
22. Ensures the proper staffing of the incoming shift.

23. Maintains a neat, orderly and efficient work area.
24. Recommends and/or suggests ideas regarding employee morale.
25. Completes an annual evaluation of staff performance, as directed.
26. Ensures the proper supply and replenishment of all Security related equipment before the end of each shift.
27. Treats all information received in the performance of duties as confidential.
28. Responsible for learning and following daily policies and procedures for the Security Department and Bay Mills Resort & Casinos.
29. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Directing, including Title 31.
30. Performs and ensures compliance with the Bay Mills Gaming Commission Rules and Regulations.
31. Other duties may be assigned within the scope and complexity of this position's essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to stand and walk-with occasional running and sprinting. Occasionally the employee must bend, squat, crawl, climb, crouch, kneel, and push/pull. The employee is occasionally required to use hands for firm manipulation and reach with hands and arms above shoulder level. The employee must occasionally lift and/or move up to 75 pounds. The employee is regularly exposed to marked changes in temperature and humidity, driving automotive equipment, dust, fumes, gases, and bodily fluids.

POSITION REQUIREMENTS:

1. Must have a high school diploma or equivalent.
2. Must have one year experience in a Security position.
3. Must have experience, certification or education in a related field.
4. Must be able to obtain and maintain a gaming license through the Bay Mills Gaming Commission and maintain eligibility throughout employment.
5. Must be able to work all shifts, weekends, and holidays.
6. Must be able to effectively deal with medical emergencies.
7. Must be able to use a computer, including Word, Excel, Outlook, etc.
8. Must be able to successfully fulfill the reporting requirements of the department.
9. Must demonstrate great customer service skills.
10. Must demonstrate effective leadership and supervisory skills.
11. Must be able to attend and successfully complete required training courses.
12. Must have a valid driver's license.
13. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.
14. Must have an excellent an excellent work record, including attendance.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: November 8, 2021 at 4:30pm

APPLY TO: Please email application and resume to Erin Forrester, HR Generalist at eforrester@baymills.org
Subject: Security Supervisor

*Applications can be found at www.baymills.org under “employment opportunities”