



Employee Requisition Form

Position to Be Filled: Security Sergeant

Responsible for supervising, directing, and coordinating the activities of Security Officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedules all work assignments and ensures that Security Corporals and Security Officers complete required or assigned tasks as required.
- Accountable and responsible for the protection of casino assets and property.
- Assumes day-to-day responsibility of shift in the absence of Shift Lieutenant.
- Conduct property walks and inspections to ensure compliance with security & safety policies, procedures, and regulations.
- Communicate with chain of command security status, updates, and report actual or potential problems, using established protocols.
- Recommend changes to security operations when required for safety, effectiveness, and/or efficiency.
- Responsible for time management and effectiveness of their shift.
- Responsible for ensuring that all Security associates are properly trained for their assigned duties, the training is maintained, and ongoing.
- Responsible for completing and reviewing all Security reports and administrative documents for a high level of accuracy in a timely manner.
- Attend and participate in departmental staff meetings.
- Properly trains team members.
- Monitors associate's performance during their shift. Providing coaching and counseling when necessary.
- Complete and issue performance reviews.
- Ensure compliance with all Human Resource policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Must be 21 years old or over.
- Minimum of 3 years casino security experience required.
- Minimum of 3 years supervisory experience preferred.
- Must obtain BSIS Security Guard Certification with 6 months of hire date.
- Any other duties as assign.

Reports To: Security Lieutenant
Approximate Hours: Full time

