



Position	Division	Department	Payroll Status	Start Date	End Date
SECURITY	SECURITY	SAFETY & SECURITY	PART TIME	now hiring	REGULAR

POSITION SUMMARY: Maintain a pro-active loss prevention program designed to ensure a safe and secure environment for hotel guests and employees.

ESSENTIAL JOB FUNCTIONS:

- Watch for suspicious persons entering, exiting, or loitering around building. Conduct walk through observations of entire hotel. Promote safe work practices. Ensure compliance with OSHA standards and preventative measures. Develop and administer safety incentive programs. Chair Safety Committee and enforce safety programs. Develop, revise, and advise key personnel of emergency procedures.
- Investigate accidents, thefts, property loss, and unlawful activities. Document details and advise management. Track departmental safety records and document medically treated and non-treated injuries.
- Coordinate and monitor for efficiency safety and security related programs for overall hotel, including lost and found process, auditing of issuance of hotel keys, chemical, CPR, and Fire Preparedness training, Manager on Duty schedules, evacuation drills, etc.
- Compile and distribute departmental reports, such as property loss correspondence. Read incoming correspondence and disseminate pertinent information to staff members.

REQUIREMENTS:

- Must be able to speak, read, write and understand the primary language(s) used in the workplace.
- Must be able to read and write to facilitate the communication process.
- Requires good communication skills, both verbal and written.
- Must possess basic computational ability.
- Must possess basic computer skills, including knowledge of computer accounting programs. Math skills and budgetary analysis capabilities are required.
- Most tasks are performed in a team environment with the employee acting as a team leader. There is minimal direct supervision.
- Ability to obtain and/or maintain any government required licenses, certificates or permits. Current CPR certification and First Aid training required.

PHYSICAL DEMANDS:

- Most work tasks are performed indoors. Temperature is moderate and controlled by hotel environmental systems.
- Must be able to sit at a desk for up to 5 hours per day. Walking and standing are required during the rest of the working day. Length of time of these tasks may vary from day to day and task to task.
- Must be able to exert well-paced ability to maneuver between functions occurring simultaneously.
- Must be able to exert well-paced ability to reach other departments of the hotel on a timely basis.
- Must be able to lift up to 15 lbs. occasionally.
- Must be able to push and pull carts and equipment weighing up to 250 lbs. in an emergency.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.
- Talking and hearing occur continuously in the process of communicating with guests, supervisors and subordinates.
- Vision occurs continuously with the most common visual functions being those of near and color vision and depth perception.
- Requires manual dexterity to use and operate all necessary equipment.
- Must have finger dexterity to be able to operate office equipment such as computers, printers, 10-key adding machine, electric typewriter, multi-line touch tone phone, filing cabinets, FAX machines, photocopiers, dolly and other office equipment as needed.

QUALIFICATIONS:

- 1-2 Year's previous Security experience preferred
- First Aid & CPR certified or the ability to be certified within a specified time.
- Must be at least 18 years of age or older.

