



**POSITION TITLE – SECURITY OFFICER  
OPEN TO -- (EXTERNAL & INTERNAL)**

**NUMBER OF OPENINGS – ONE  
POSTING DEADLINE – **Until filled****

**Job Overview:**

The Security Officer is responsible for the security and safety of the guests, employees and visitors, the security and control of CEG property and assets. This position involves a high level of guest contact and customer service. Requires working in conditions that may be loud and dirty.

**Duties and Responsibilities:**

- Performs general security patrols, identification checks, theft prevention and crowd control
- All aspects of guests and employee safety
- Pay out verification, key control, employee and guest escorts
- Incident reporting and writing
- Documenting and reporting employee violations of established policies and procedures
- Emergency procedures and radio communications
- Ensures that surveillance room equipment is working properly at start of shift and reports any equipment concerns to the Security/Surveillance Manager for resolution. May partner with IT to provide maintenance of equipment
- Observes, documents, records and reports any unusual or suspicious activity on premises to the Security/Surveillance Manager for further investigation or resolution
- Observes all departments of the gaming operation for irregular activities, violation of current policies and procedures, suspected theft by employees or guests, any suspected cheating by guests and reports these observations to the Security/Surveillance Manager for immediate action or resolution
- Performs assigned audits
- Performs periodic inspections of fire extinguishers and emergency equipment on property
- Monitors premises using audio and video equipment
- Maintains an awareness of current regulations, controls, policies and standards for adherence and compliance with State requirements
- Complies with all applicable laws, guidelines, policies, procedures, Internal Control Standard, Security Standard Operating Procedures and safety procedures
- Work is characterized by the necessity for considerable physical exertion, close daily contact with unpleasant materials, exterior duties possibly in adverse weather conditions
- Performs other duties as assigned

**Job Requirements: (please ensure you meet the listed requirements prior to applying)**

- High School diploma or GED
- Must be twenty-one (21) years of age or older
- Minimum of six (6) months experience in law enforcement, military, corrections or other security capacity
- Experience in customer relations or guest services preferred
- Good written and verbal communication skills (skills test may be administered)
- Proficient computer skills (Excel, MSWord, MSOffice - skills test may be administered)
- Must be able to stand and/or walk for entire shift
- Must possess and maintain a valid state driver's license; must have an insurable driving record
- Must be able to meet and maintain a physical fitness standard
- First Responder, CPR and AED preferred, or ability to obtain and maintain through company provided training
- Willing to travel and participate in training as recommended or required
- Must have a Florida Gaming License or the ability to obtain and maintain a license
- Must maintain a record of dependability, punctuality, and willingness to learn new tasks
- Must possess a high level of maturity with the ability to maintain confidentiality
- Willing to work odd and irregular hours including night and weekend schedules

**To apply – Please complete either a Creek Entertainment Gretna Job Application  
available at 501 Racetrack Dr. Gretna, FL 32332.**