

Greenfoot Government Corporation
RETAIL POSITION DESCRIPTION
JOB TITLE: Security Guard

EXEMPT:	No	JOB CODE:	TBD
SALARY:	\$18.00	SHIFT:	Flex
PROGRAM:	GGC	LOCATION:	12820 Yelm SE, Olympia, WA
REPORTS TO:	Retail Store General Manager		

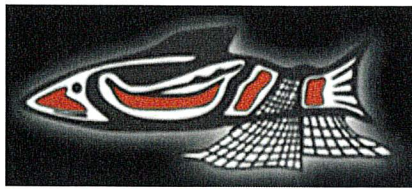
SUMMARY: This position reports to the Retail Store General Manager and is primarily responsible for providing customer service and education to clientele while promoting a work environment that is positive, service oriented and compliant with established policies and applicable laws/regulations/ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Dispensary Security

- Meet and greet all customers who enter the premises.
- Conduct required identification checks on each customer when entering the store.
- Responsible for the satisfaction and safety of each customer by providing excellent customer service.
- Respond to disturbances in or around the shop.
- Make periodic rounds in the vicinity of the shop.
- Work with local Law Enforcement personnel as needed.
- Assist in opening/closing of store.
- Maintain a clean and sanitary work environment.
- Ensure I-502 compliance within the facility.
- Comprehend all security systems in use on site.
- Professionally manage any situation within the store that is deemed by management as requiring security interdiction.
- Immediately contact local law enforcement or other emergency services when required by management or situation requires immediate action.
- Monitor traffic flow.
- Assist is cash handling or cash transportation, as necessary.

Due to our commitment to customer service and the well-being of our team, each employee may be expected to perform a wide range of administrative and field duties from time to time. Such duties may or may not be related to their regular responsibilities.



MINIMUM/PREFERRED QUALIFICATIONS:

EDUCATION and/or EXPERIENCE:

High School Diploma OR G.E.D. Required.

Two years of Security experience required. Prior Customer Service experience preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business documents, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from customers and other staff.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratio and percent and interpret graphs.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret technical instructions in various forms and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

- This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.
- A valid, current, Washington State MAST certification is desired.

OTHER SKILLS AND ABILITIES:

- Must be at least 21 years of age.
- Must be able to pass a criminal history background check.
- Demonstrated ability to interact with the public to facilitate problem-solving of stressful situations with calm and open judgment
- Ability to identify potential problems, analyzes issues, and propose solutions
- Knowledge of safety, health, and security protocols
- Knowledge of cannabis and its various uses.
- Knowledge of applicable regulations and ability to familiarize oneself with applicable Tribal Ordinances/Regulations.
- Ability to develop and maintain good working relationships with staff, customers, and vendors.
- Ability to work a flexible work schedule including nights and weekends.

PHYSICAL DEMANDS:



Ability to perform manual labor tasks which can include sitting, standing, stooping, stretching, reaching, performing repetitive tasks, and frequently lifting up to 50 pounds.

WORKING CONDITIONS:

This is a normal retail store setting; noise level ranges from quite to loud but is usually moderate.

NATIVE PREFERENCE IN EMPLOYMENT:

The Greenfoot Government Corporation gives preference to qualified Native Americans in all hiring, promotion, training, lay-offs, and all other aspects of employment.

EQUAL EMPLOYMENT OPPORTUNITY:

The Greenfoot Government Corporation is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability.