

SECURITY OFFICER

Four (4) Full-time, Non-Exempt positions

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed application
- Copy of valid Driver's License
- Copy of High School Diploma, GED, or High School Certificate of Completion
- Copy of security, law enforcement, military certifications, if applicable
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

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POSITION ANNOUNCEMENT

POSITION: **Security Officer**
Four (4) Full-time, Non-exempt positions
40 hours/week

LOCATION: 32 Superior Ave
Crystal Falls, MI 49916

SUPERVISORY CONTROL: Security Supervisor

SALARY: Minimum starting wage = \$16.00/hr.

POSITION SUMMARY:

We are looking for competent Security Officers to undertake the surveillance of our premises and the protection of our staff and visitors. The ideal candidate will be a current or former law enforcement officer, military veteran, or security professional with extensive security experience. Security Officers will be responsible for detecting any suspicious behavior and preventing vandalism, thefts, or other criminal behavior. A Security Officer must be well-trained in surveillance and dealing with perpetrators. The goal is to help the company in maintaining excellent working conditions by keeping our facilities safe and problem-free. The Security Officers will also be responsible for enforcing all local, state, and federal laws (within our scope of duties) as well as the rules, regulations, and policies of the client and the company.

QUALIFICATIONS:

1. High School diploma, GED or High School Certificate of Completion.
 2. Must have previous law or security experience.
- OR**
3. Complete Officer training programs within a timeline approved by the Supervisor, including, but not limited to: Basic Officer Training, First Aid, CPR, Defense and Arrest Tactics, and any other as needed/ requested.
 4. Must be at least 21 years of age.
 5. Knowledge of local, state, and federal laws (within the scope of duties).
 6. Possess a valid driver's license, be insurable, and have reliable transportation.
 7. Must be able to stand, walk for long periods.
 8. Ability to remain calm in stressful situations.
 9. Keep mental alertness and attention to detail high, no matter the circumstance
 10. Must be physically sound and occasionally be able to lift at least 50 lbs. unassisted.
 11. Moral character requirements as specified by Company and in accordance with the Michigan Medical Marijuana Licensing Act, section 405.
 12. Sound judgment and decision making abilities are required.
 13. Ability to inform and communicate orally and in writing in diverse and challenging

14. Self-motivated with a positive attitude, team orientated with a positive work ethic.
15. Familiarity with report writing
16. Previous cannabis experience is strongly preferred.
17. If deemed necessary, must be able to obtain a **Concealed Carry Permit**.
18. Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Reports pertinent information directly to the managers and owners.
2. During curbside pickup operations, Security will communicate with budtenders on the status of customers waiting for curbside pick-
3. Patrol premises regularly to maintain order and establish a presence.
4. Identify potential security risks and respond accordingly
5. Complete incident reports and required documentation for all security incident
6. Enforcing the rules, regulations, policies, and procedures of the organization.
7. Monitor and authorize entrance of vehicles or people in the property.
8. Ensure all exits, doors, and windows are secure, at closing.
9. Check surveillance cameras periodically to identify disruptions or unlawful acts.
10. Investigate people for suspicious activity or possessions.
11. Respond to alarms by investigating and assessing the situation.
12. Submit reports of daily surveillance activity and important occurrences.
13. Responsible for handling any potentially harmful or uncooperative customers that may disrupt the flow of operation to the best of their ability in a professional manner.
12. Must be able to work a flexible work schedule.
13. Checking customer's identification documents to verify that they are of legal age.
14. Verify each customer purchase to ensure they do not exceed the weekly purchase limit.
15. Must be able to work various weather conditions such as heat, cold, rain, snow.
16. Personal Protection Equipment (PPE) is required to help prevent the spread of the Coronavirus.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: September 9, 2020 **Closing Date:** September 23, 2020 @ 4:00p.m. Or until filled

