

SECURITY MANAGER

Reports to: General Manager

Status: Full Time

This is a full-time position located in the Security Department at Paisley Park with variable/flexible working hours to include weekends, holidays, evenings, overtime and special events as required. Benefits will be offered after successful completion of a sixty (60) day introductory period. This is a promotional opportunity and is internal/external recruitment.

RESPONSIBILITIES: Under the direction of the General Manager, supervise and direct activities of Security Guards and Parking Attendants including assignments and review of work, assignment of work schedules and alternate work schedules; perform activities such as hiring, training, performance evaluation, or issuing progressive discipline; develop and or implement security standards, policies, and procedures; communicate security status, updates, and actual or potential problems using established protocols; plan, direct or coordinate security activities to safeguard company assets, employees, guests, or others on company property; conduct physical examinations of property to ensure compliance with security policies and regulations; conduct investigations and prepare incident reports as necessary; supervision of CCTV monitors; conduct, support, or assist in governmental reviews, internal corporate evaluations, or assessments of the overall effectiveness of the facilities security processes; and other duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES: Skill in speaking with persons of various social, cultural, economic and educational backgrounds; excellent communication and interpersonal skills; outstanding organizational and leadership skills; ability to analyze information; ability to listen and observe in order to meet the varying needs of guests and property; ability to handle complaints and refer to the appropriate persons when necessary; ability to work quickly and accurately under constant pressure of often conflicting deadlines and numerous interruptions; ability to maintain objectivity and confidentiality; ability to respond to emergency situations in a timely and professional manner; demonstrated background in security leadership role; ability to use a portable radio; ability to handle cash.

PHYSICAL REQUIREMENTS: Ability to stand, sit and walk for long periods of time; ability to lift boxes weighing up to 50lbs; ability to climb stairs; speak clearly and distinctly; must be able to work outside in all types of weather; ability to react calmly in emergency situations.

SPECIAL CONDITIONS: Ability to use a portable radio; CPR Certification is preferred; must have knowledge of First Aid; must have a valid driver's license; no smoking or eating in the work area, uniform is required; must adhere to a pescatarian environment.

CONDITIONS OF EMPLOYMENT: Work flexible hours, holidays, weekends, and overtime as required; ability to work outside in all types of weather conditions.

APPLICATION PROCESS: Email your completed application or resume to jobs@officialpaisleypark.com or fax to (901) 344-3232.