

**JOB TITLE: Night Security**  
**SUPERVISOR: Maintenance Director**

**Minimum Requirements:**

1. Minimum 21 years of age.
2. Must hold a valid Washington State driver's license.
3. Able to safely lift 100 pounds, and carry loads up stairs and lift items overhead.
4. Constant walking, standing, pushing, pulling, carrying, lifting, kneeling, bending, stooping, and moving during working hours.
5. Ability to take direction and contribute to a team atmosphere.
6. Good listening and verbal communication skills.
7. Enthusiastic about serving the public.
8. Self-motivated: can find work to do without supervision.
9. Willing to learn and do new jobs.

**Essential Duties:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Arrive on time and be ready to work when shift begins.
2. Patrol the entire property to ensure safety of our guests. Carry a two-way radio to stay in contact with the main office.
3. Check pool pumps and heaters to make sure they are operating properly.
4. Turn designated building lights on.
5. Secure buildings and lock gates at designated times.
6. Read thermostats to check building temperature to maintain a proper temperature and save costs.
7. Deliver rollaways, cribs, irons and other items to rooms as requested.
8. Handle maintenance requests for in-house guests.
9. Enforce the 11 p.m. quiet hours. Be polite, firm and use finesse instead of force.
10. Smile and be pleasant, courteous and sensitive to guests at all times.
11. Pick up litter and empty garbage cans by pools and other places to create a clean attractive resort environment for our guests.
12. Store tools in their proper places.
13. To answer guests' questions, be knowledgeable about Campbell's services and history, and Lake Chelan recreational opportunities.
14. Wear a clean uniform and maintain a clean, well-groomed crisp appearance.
15. Act as a team member: show enthusiasm and help other staff to ensure guest satisfaction. Ask for help when you need it.
16. Act as a role model for other staff.
17. At the end of your shift, follow procedures listed in job standards.
18. Suggest improvements to managers to improve the quality of our guest service.
19. Pick up and deliver guests to and from the airport.
20. Look for and change burnt-out light bulbs property-wide.
21. Police the property, checking for wristbands and escorting non-guests off property.
22. Maintain a professional attitude and presence at all times.

**Position Type and Expected Hours of Work:**

This is a variable-hour position, expected work hours are based on seasonal volume, business demand, and hours of operation. Weekends and holidays are also necessary. Must be flexible and willing to adapt schedule to meet business demands.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.