



# Lake Entiat Estates

JOB TITLE:	<b>Safety Services Representative</b>	
REPORTS TO:	Community Manager	
	Seasonal Full-Time Friday & Saturday 5 pm – 1:30 am	Sunday-Tuesday 4 – 12:30 am

## **BASIC FUNCTION:**

Under the supervision of the Community Manager, Safety Services provides on-site security services for the Sun Cove Community and Facilities.

## **SPECIFIC DUTIES & RESPONSIBILITIES:**

Perform routine foot and vehicle patrols within the community and facilities. Maintain daily logs; keeping track of activities that are being performed and reporting to supervisor safety hazards or incidents. Preserving order by providing education of and enforcement of the association rules. By being visible, you can deter most disturbances and compliance issues. Never use physical force, you are to educate members and their guests about the rules, observe and report.

The following job description outlined is an overview of the position's responsibilities, however in order to maintain a "team concept" everyone may be called upon to assist in other areas in order to provide our clients with the best possible service.

- Verify all vehicles and boats have required permits upon community property
- Patrol community by foot and vehicle observing that rules are being followed
- Perform neighborhood patrols; visually checking homes while looking for anything unusual such as: broken windows, doors, pipes or suspicious activity
- Lock or unlock doors & gates as needed on regular schedule or as requested by supervisor
- Secure clubhouse, pool & park upon closing
- Answer cell phone provided and provide information and assistance as needed
- Prepare log of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, unusual occurrences and compliance issues
- Inspect and adjust security cameras when needed. Review footage and prepare report all details of incidence in daily log
- Respond to low risk calls for service to assess scene and determine the need for police fire or EMS response
- Work fixed post positions as needed during special events
- Assist with water pumps in case of power outages
- Project a positive image of Lake Entiat Lodge by maintaining a pleasant and professional demeanor with members, guests and fellow employees
- Contribute to overall safety and security of public by maintaining a uniformed presence and contacting police assistance when needed
- Other duties as assigned

**QUALIFICATIONS**

- Must have a valid Washington State Driver's License
- Must be at least 21 years of age
- First Aid/CPR training will be offered as card is required

**KNOWLEDGE AND SKILLS:**

- Self-motivated with a positive attitude
- A professional, helpful demeanor
- Excellent customer service and the ability to get along with people
- Analytical and critical thinking skills
- Excellent oral communication skills
- Demonstrating ability to react calmly in stressful situations
- Resourceful

**LANGUAGE SKILLS:**

- Must have the ability to read, write and speak English
- Must have the ability to read and interpret documents, such as safety rules
- Must have the ability to present information and respond to questions from owners and guests

**PHYSICAL REQUIREMENTS:**

- Must be able to sit, stand and walk for long periods.
- Must be able to lift, move, set up and remove tables, equipment, and other items weighing up to 50 pounds.

**JOB CONDITIONS:**

- While performing the duties of this job the employee is occasionally exposed to various weather conditions; fumes; toxic or caustic chemicals.
- Work schedule includes evenings, weekends and holidays. Extended hours may be required on holidays.