

SECURITY SUPERVISOR

One (1) Full-time, Exempt position

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

Gary Loonsfoot, Jr., Cannabis Developer
16429 Beartown Road
Baraga, Michigan 49908
Phone: 906-353-6623, ext. 4108
Cell: 906-201-1445
Email: gloonsfoot@kbic-nsn.gov

POSITION ANNOUNCEMENT

POSITION: **Security Supervisor**
One (1) Full-time, Exempt position

LOCATION: 32 Superior Ave
Crystal Falls, MI 49916

SUPERVISORY CONTROL: Cannabis Developer

SALARY: Minimum starting wage = \$20.00/hr.

POSITION SUMMARY:

We are looking for an experienced Security Supervisor. The ideal candidate would be a former law enforcement officer, corrections officers, military veteran, or other security professional. The Security Supervisor will be responsible for the overall physical security of the dispensary location, loss prevention, and protection of company assets and employees. The Security Supervisor will manage all aspects of the Security Officers. The Security Supervisor will also be responsible for ensuring the enforcement of 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 a minimum of three (3) years of previous security experience where the duties included the supervision of employees.
3. Extensive knowledge of security protocol and procedures.
4. Excellent management and supervisory skills.
5. Experience using surveillance monitoring equipment and troubleshooting.
6. Excellent written and verbal communication skills.
7. Ability to provide training on security policies and procedures.
8. Ability to work with confidential and classified information.
9. Proficient with Microsoft Office or related software
10. Ability and willingness to work a flexible schedule; nights, weekends, holidays.
11. The ability to successfully cope with challenging situations and condition is required.
12. Knowledge of local, state, and federal laws (within the scope of duties).
13. Possess a valid driver's license, be insurable, and have reliable transportation.
14. Must be able to stand, walk for long periods.
15. Ability to train, lead, and manage employees.

16. Keep mental alertness and attention to detail high, no matter the circumstance
17. Must be physically sound and occasionally be able to lift at least 50 lbs. unassisted.
18. Moral character requirements as specified by Company and in accordance with the Michigan Medical Marijuana Licensing Act, section 405.
19. Sound judgment and decision making abilities are required.
20. Ability to inform and communicate orally and in writing.
21. Self-motivated with a positive attitude, team orientated with a positive work ethic.
22. Ability to work with a wide variety of personalities demonstrating objectivity, respect, courtesy, maturity, and patience
23. Must be willing to attend training, as requested by the supervisor.
24. Previous cannabis experience is strongly preferred.
25. If deemed necessary, must be able to obtain a **Concealed Carry Permit**.
26. 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. Provides and/or implements security and security protocols for the facility and information systems.
2. Takes proactive steps to provide a safe and secure working environment to staff and visitors.
3. Provides specialized security for and monitors access to limited and restricted access areas.
4. Conducts regular walk-throughs and security inspections for assigned facilities
5. Manage all Security Officers.
6. Responsible for handling any potentially harmful or uncooperative customers that may disrupt the flow of operation in a professional manner.
7. Patrol premises regularly to maintain order and establish a presence.
8. Identify potential security risks.
9. Write, review and/or assist with incident reports to ensure that all required documentation and information is provided.
10. Enforcing the rules, regulations, policies, and procedures of the organization.
11. Check surveillance cameras periodically to identify disruptions or unlawful acts.
12. Investigate people for suspicious activity or possessions.
13. Respond to alarms by investigating and assessing the situation.
14. Submit reports of daily surveillance activity and important occurrences.

15. Must be able to work a flexible work schedule.
16. Verify customer's identification documents to ensure they are of legal age.
14. Verify each customer purchase to ensure they do not exceed the weekly purchase limit.
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 @ 4:00 p.m. Or until filled