



FRIDAY HARBOUR™
All Seasons Resort

Job Title: Security, Health and Safety Attendant

Division: Property

Department: Security, Health and Safety

Responsible To: Security, Health and Safety Manager

Role Summary

The Security, Health and Safety Attendant is responsible for maintaining a safe work environment for all associates, homeowners, members and guests.

Responsibilities

- Responsible to carry out patrols and inspections around the property and take necessary action to ensure compliance with policy and procedures
- Respond to and investigate concerns or complaints and take appropriate action
- Investigate accidents or injuries that occur in the workplace and administer first aid and complete security report
- Resolve conflict (crisis) situations and provide support to associates
- Interact with guests and associates in a professional ethical manner
- Comply with the Private Security and Investigative Services Act, 2005 including procedures and any reporting required
- Responsible for preparing, as applicable, the provincial Use of Force report
- Accountable for timely completion of security reports and daily logs
- Enforce the Ontario Trespass to Property Act
- Play a supporting role in areas relating to social responsibility, with live events and when alcoholic beverages are being served or sold
- Assist in the establishment and ongoing participation in the joint health and safety committee
- Responsible for assisting in the delivery of related educational programs
- Secure premises by patrolling property, inspecting buildings, equipment and access points
- Control traffic by directing drivers when required
- Write reports of daily activities and irregularities, such as equipment or property damage, guest complaints, theft, presence of unauthorized persons or unusual occurrences
- Call police or fire departments in case of emergency
- Circulate among guests and associates to preserve order and protect property
- Warn persons of rule infractions or violations and apprehend or evict violators from premises
- Inspect and adjust security systems, equipment and machinery to ensure operational use and to detect evidence of tampering
- Compliance with all safety regulations of assigned tasks, and ensure a clean and safe working environment with active participation in the health and safety program
- Adhere to all environmental policies and programs as required
- Other duties as assigned

Competencies

- Business acumen and positive mindset
- Communication/logistics management



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- Organizational effectiveness
- Results oriented relationship builder
- Independent but collaborative when necessary

Characteristics

- High energy, passionate and resilient
- Game changer/high impact team player/unfazed by change or adversity
- Humble and good sense of humour
- Executive maturity, professionalism and presence
- Smart, courageous, leader

Requirements

- Licensed under the Private Security and Investigations Services Act
- Trained in Basic Cardiac Life Support Level “C” CPR and Automatic External Defibrillation
- Smart Serve Certification
- Working knowledge of the Criminal Code of Canada, the Charter of Rights and other relevant Provincial Statutes (e.g. Trespass to Property Act, Liquor License Act, etc.)
- 2-4 years’ security experience required
- Knowledge of legal guidelines for area security and public safety
- Familiarity with report writing
- Excellent surveillance and observation skills
- Trained in self-defense an asset
- Must possess excellent customer service skills
- Must be computer literate. Preferred candidate will have previous experience with security and health and safety software, Microsoft Word and Excel
- Strong verbal and written communication skills
- Detail-oriented and works with a high degree of accuracy
- Ability to multi-task in a fast-paced environment
- Must be extremely responsible with integrity and ability to maintain confidentiality and discretion

Working Conditions

- Must be able to work flexible hours including nights, weekends and holidays
- Required to move, lift, carry, pull and place objects weighing up to 30 pounds without assistance
- Stand, sit or walk for an extended period or for an entire shift
- Must be physically able to fulfill the duties and requirements of the assigned work, including the ability to handle moderate to arduous physical exertion, such as bicycling and walking during an entire shift
- Reach overhead and below the knees, including bending, twisting and pulling

Friday Harbour is an equal opportunity employer committed to hiring a diverse workforce. Friday Harbour is also committed to providing accommodations for people with disabilities. Upon request by the applicant,



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accommodation will be provided in all parts of the hiring process. Please contact the Human Resources department with any accommodation requests.