



QUILEUTE TRIBAL ENTERPRISES

HUMAN RESOURCES DEPT.
P.O. Box 67, La Push, WA 98350
(360) 640-5613

Position: Resort Security Guard (2)

Supervisor: Resort Supervisor

Location: Quileute Oceanside Resort Property

Work Info: Full Time

Salary: DOQ/E

POSITION SUMMARY:

The Hotel & Resort Security Guard is responsible for providing a safe, secure, and welcoming environment for guests, employees, and visitors. This position patrols hotel and resort property, responds to security concerns, assists with emergencies, monitors facilities, and helps protect company assets. Security Guards serve as ambassadors of the property by providing excellent customer service while maintaining a visible security presence and enforcing resort policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Patrol hotel buildings, guest areas, parking lots, beaches, grounds, and other resort facilities on foot or by vehicle.
- Monitor the property for suspicious activity, safety hazards, vandalism, theft, or unauthorized individuals.
- Respond promptly to guest requests, security concerns, disturbances, and emergency situations.
- Provide professional and courteous customer service while assisting guests with directions, information, and general assistance.
- Complete incident reports accurately and document security-related events.
- Monitor security cameras, alarms, access control systems, and other security equipment.
- Conduct routine inspections of buildings, equipment, gates, lighting, and emergency exits to identify safety concerns.
- Assist with fire alarms, medical emergencies, evacuations, severe weather events, and other emergency response procedures.
- Enforce hotel, resort, and Tribal policies while maintaining professionalism and discretion.
- Assist with lost and found procedures and document recovered property.
- Secure facilities by locking and unlocking buildings, gates, and restricted areas as scheduled.
- Escort employees, vendors, contractors, or guests when necessary.
- Coordinate with local law enforcement, fire departments, emergency medical personnel, and Tribal Public Safety when appropriate.
- Observe and report maintenance issues, unsafe conditions, or damaged property to the appropriate department.
- Maintain confidentiality regarding guests, employees, and resort operations.
- Participate in required safety meetings, security training, and emergency preparedness exercises.
- Perform other duties as assigned.

QUALIFICATIONS:

- High school diploma or GED required.
- Previous security, law enforcement, military, hospitality, or customer service experience preferred but not required.
- Valid driver's license with an acceptable driving record.
- Ability to remain calm and make sound decisions during emergencies.
- Strong observation, communication, and interpersonal skills.
- Ability to write clear and accurate incident reports.
- Comfortable using computers, mobile devices, radios, and basic security systems.
- Ability to maintain confidentiality and exercise good judgment.
- CPR, First Aid, AED, or security certifications are preferred or the ability to obtain them after hire.
- Ability to successfully pass required background checks in accordance with company and Tribal policies.

WORK ENVIRONMENT:

This position works throughout the hotel and resort property in both indoor and outdoor environments. Duties require frequent walking, standing, climbing stairs, and occasional lifting of up to 50 pounds. Employees may work in all weather conditions, including rain, wind, heat, and cold, and must be available to work evenings, overnight shifts, weekends, holidays, and emergency call-outs as needed. The role requires maintaining a professional appearance, remaining alert for extended periods, and interacting courteously with guests, employees, and the public while responding to both routine and emergency situations.

Weekend, holiday, and evening availability may be required based on occupancy and business demands. Housekeepers are expected to maintain a professional appearance, work efficiently in a fast-paced environment, and contribute to a positive team culture focused on exceptional guest experiences.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY: Send the Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: qte.hr@quileutetribe.com

-OR-

**The Quileute Tribal Enterprise
Human Resources Department
P.O. Box 67
La Push, Washington 98350**

Ensure your application contains:

1. Quileute Tribal Application (REQUIRED)
2. Cover Letter (REQUIRED)
3. Resume (REQUIRED)
4. Tribal Enrollment Verification (REQUIRED, if applicable)
5. Driver's License (REQUIRED)
6. Diploma/Transcripts(s) High School/GED, College (REQUIRED)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.