



RED SHORES
RACETRACK & CASINO

Position Title: Security and Facilities Manager

Location: Charlottetown, PE

Position: Full Time Term Position (minimum 12 months)

Red Shores Racetrack & Casino at Charlottetown Driving Park, Charlottetown, PEI, is currently accepting applications for the position of **Security and Facilities Manger**.

The facility includes a pari-mutuel betting and simulcast racing lounge, live racing, a gaming area with electronic gaming terminals, Texas Hold'em Poker, and three-tiered dining. Located on the grounds of the Charlottetown Driving Park, Red Shores offers comprehensive responsible gaming features.

The Opportunity

The Security and Facilities Manager will be responsible for the overall operation, administration and supervision of the Security department and facilities department operations. Manage operations in compliance with the PEI Lotteries Commission, Atlantic Lottery, provincial, federal and other applicable municipal laws and regulations. Comply with safety and security standards of the corporation while orientating staff to operations and comply with pre-determined internal control procedures. Assist in maintaining good public relations with patrons and maintain an open door policy with all employees.

Responsibilities:

- Responsible for the safety and security of all employees, patrons and company assets. Responds to major occurrences such as fire alarms, bomb threats, emergency medical situations and evacuation procedures, strictly adhering to the policies and procedures as outlined in the Departmental or Internal Control Standards Manual.
- Monitor, develop and review all policies and procedures ensuring that operational requirements are being met or enhanced.
- Attends and assists other departments when called to do so and ensures company policies and procedures are adhered to ensuring that all departments are aware of all revisions/additions to the policies and procedures.
- Plan, develop and direct all Facilities maintenance programs, equipment needs, systems and procedures for the center.
- Ensure effective control of equipment, systems or procedures is maintained by complying with all relevant guidelines or legislation. Maintain professional contacts with vendors for services and products.
- Manage and develop an effective staff to meet and exceed performance expectations by establishing and maintaining a positive work environment and effective employee relations.
- Implement employee training, performance appraisal and corrective counseling programs.
- Develop and control departmental budget by monitoring use of overtime, tracking of scheduled hours, managing operation expenses, etc.
- Promote and maintain the utmost integrity and highest caliber of customer service and respect to all patrons and ALC employees. Maintain general awareness of gaming operations at all times, complying with security policies and procedures in order to secure corporate assets. Maintain a clean and safe work

environment by complying with safety procedures including use of required safety equipment and identifying unsafe practices and conditions

Experience & Qualifications:

Formal Education:

- Required a University Degree or comparable working experience in related fields. Completion of a management-training program is also required with graduation from a law enforcement or criminal justice program.
- University Degree or equivalent with focus in Engineering, Electronics or related field.

Experience:

- Managerial experience in the related field of 6 or more years. Previous experience in the security field is required.

Skills, Abilities, Knowledge:

- Demonstrated strong organizational, interpersonal, analytical, communication and managerial skills. Working knowledge of computer software packages. Must have previous gaming experience or knowledge of the gaming industry.

Licenses, Certifications, Registration:

- Required a current CPR and First Aid Certificate and conflict resolution training certificate (or equivalent course). University Degree in Business, Finance, Management or Managerial accounting. Equivalent related experience may be considered.

Consideration will be given to an equivalent combination of experience, training and education.

To express interest in this opportunity, please submit your resume, with covering letter indicating the position to:

Red Shores Racetrack & Casino at Charlottetown Driving Park

21 Exhibition Drive

Charlottetown, PE C1A 9S8

Email: redshoresresumes@alc.ca

Fax: 902-620-4242

We thank all applicants for their interest, however, only those selected for an interview will be contacted