



JOB DESCRIPTION

Position/Job Title: Asset Protection Supervisor
Department: General Merchandise
Location: Corvallis
Status/Category: A-Regular Full-Time; Non-Exempt; Hourly
Reports To: Chief Operating Officer
Revised (if applicable): March 25, 2024

RESPONSIBILITIES

1. Patrol company premises to prevent and reduce against theft, vandalism, or other illegal activity
2. Identify areas of high theft
3. Detect, deter, and/or detain external theft suspects
4. Interview suspects and witnesses to obtain all pertinent information; provide written detailed incident report(s) to managers
5. Review/monitor camera footage, as needed
6. Work with management, internal and external partners, and/or law enforcement to resolve incidents and execute training around theft awareness and reduction
7. Any other duties assigned by supervisor

REQUIRED DEMONSTRATED KNOWLEDGE, SKILLS, AND ABILITIES

1. Follow established company directives, policies, guidelines, and expectations
2. Show consistent dependability in attendance, handling multiple tasks, time management, prioritizing, and meeting deadlines
3. Ability to effectively work independently while being a part of a team
4. Use observation skills to carefully monitor patrons of the store and identify suspicious behavior
5. Effectively communicate in a professional and calm demeanor when confronting potential shoplifters
6. Use sound judgment when making decisions

MINIMUM QUALIFICATIONS

1. High School Diploma, or equivalent
2. Current DPSST Certification

PREFERRED QUALIFICATIONS

1. Familiar with loss prevention terms and processes; retail security experience
2. Experience with surveillance activities
3. Experience using computer systems, digital cameras, and security camera systems
4. Experience in retail or college bookstore operations



JOB DESCRIPTION

Work Environment: Most of the time spent in this position will be exposed to prolonged standing, bending, stooping, climbing, or walking. Work will primarily be indoors on the sales floor but will be required to patrol the exterior areas of the building. This position may be exposed to upset or frustrated patrons of the store and may be required to lift up-to 40lbs.

Efforts have been made to develop a complete job description, however; please be aware that the duties and requirements listed herein are not the only duties which you may be required to perform. The omissions of specific statements of duties does not exclude them from being assigned to you if the work is similar, related, a logical assignment to the position, or is necessary in an emergency situation.

Employee Name (print)

Employee Sign

Date