



Vacancy Announcement

Opening & closing dates

Open continuously

Type of work

Gate Attendant / Dispatcher

Salary

\$30 per hour

Appointment Type

Per Diem (as needed)

Number of Vacancies

20

Work Schedule

Flexible and up to 12 hours per day

The Palmetto Dunes Department of Security Operations (PDSO) is looking for friendly, enthusiastic individuals to join our team. If you are flexible and would like to earn extra money, this may be the perfect opportunity for you. No commitments, no schedule, no worries.

If hired, you will be placed on a “call-list” based on your desired schedule. When needed to fill in during times of need, we will call you to see if you are available. If you are not able to come in, that is ok! We will simply go down the list to check with the next employee. The list will rotate regularly so that all employees have an opportunity to work.

It is expected that 10 candidates will be hired to work daytime hours and 10 to work nighttime hours. The hours are flexible based on your availability but would ideally be either 6 am – 6 pm (daytime) or 6 pm to 6am (nighttime). Again, the opportunity to work partial shifts will be available.

What you will be doing:

- Greeting property owners, guests, and vendors as they pass through the gate
- Identifying decals and passes
- Providing assistance to property owners and guests
- Receive and dispatch non-emergency calls
- Offering outstanding customer service
- This position will be placed on an On Call Roster to be called for openings that may occur 24 hours/day, 7 days/week. Most shifts would be 12 hours in duration, depending on availability

The ideal candidate:

- Two (2) years of security experience
- Customer service background
- Exceptional communication and interpersonal skills
- Enjoys working outdoors and does not mind standing for long periods of time

Eligibility Requirements

- This position must be able to pass a criminal background investigation and a drug urinalysis.

Submit resume to jobs@pdpoa.org or complete online application at: [PDPOA Online Application](#)