

Security Officer Job Description

We are looking for someone who has an understanding and ability to adhere to applicable safety rules and procedures. The ideal candidate will have excellent customer services skills, and an eagerness to work in a service oriented environment subject to frequently changing priorities. We are looking for applicants 21 years of age or older. A high school diploma or GED equivalent is preferred. Security, military, or law enforcement experience in working in a public facility is highly sought. We ask that all applicants consider their work flexibility, as we service a wide array of ever-changing clients. These clients may have events that take place over long hours of the day, evening and night shifts, weekends and holidays as well. At the St Charles Convention Center, we will always encourage a strong work/life balance and respect in the workplace. The ideal candidate will be fluent in English.

Essential Function:

- Respond to all emergency situations
- Conduct investigations of all alleged violations of criminal law and company policy
- Inspect packages, locker rooms, etc. (for detection of and or prevention of violations of criminal law and company policy)
- Prepare reports as directed by Security Manager and Director of Operations
- Patrol assigned facility locations; lock and unlock doors as required
- Monitor event activity areas as well as entrance and exits
- Observe facilities and equipment for needed maintenance and repairs; recognize and report damage and safety hazards
- Be aware of the location and use of emergency alarms and equipment; follow established procedure in case of fire, disorder, or other emergency situations
- Control parking, pedestrian, and vehicular traffic
- Observe general public; provide general information, directions and assistance to facility guests, report suspicious behavior to Security Base
- Maintain a high degree of visibility and professionalism, respond to various situations, issues and requests for assistance, prepare incident reports in accordance with departmental standards
- Assist emergency medical personnel by directing traffic, crowd control, and securing needed equipment
- Establish and maintain effective working relationships with those contracted in the course of work
- Provide excellent customer service assistance to internal and external clients

Qualifications:

- St. Charles Security license is required but we will cover cost to obtain
- Requires valid driver's license

Benefits:

- Flexible scheduling - total hours dependent on candidates availability and event schedule
- Training and certifications provided