**Student Administrative Council**

**Sir Sandford Fleming College**

**Job Description**

|  |  |
| --- | --- |
| **Job Title:** | Steele Centre Pub Security |

|  |  |
| --- | --- |
| **Appointment type** | Part Time |

|  |  |
| --- | --- |
| **Reports to:** | Steele Centre Manager |

|  |  |
| --- | --- |
| **Hours of Work:** | hourly |

**Purpose of the position**

The primary responsibility of the Security staff is to ensure the safety of all patrons and preform related tasks in accordance with the policies and procedures.

**Duties**

* Ensure proper identification for entry, adhering to the AGCO and Steele Centre policies and procedures
* Wristband patrons after identification has been verified
* Inventory alcohol daily
* Control access points and permitting entry to pub
* Complete reports by recording observations, information; interviewing witnesses, obtaining signatures
* Report suspicious activity, criminal behaviour, and security breaches.
* Interact with patrons – advertise upcoming events
* Adhering to all food safety and quality regulations
* Moving furniture, decorating and setting for events
* Provide excellent customer service
* Keep space and work area clean
* Other duties as assigned.

**Requirements**

* **Must be a registered Fleming College student**
* Strong verbal and written communication skills
* Must be able to lift 20 lb boxes and stand for an 8 hour shift
* Must have a valid Ontario Security License and Smart Serve certification
* Must work well in a team environment
* Must be able to multitask
* Must have good judgement, emotional control, and professionalism