

JOB DESCRIPTION

Security



Facility Name:	VENUWORKS OF CEDAR RAPIDS, LLC.
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JOB INFORMATION

Job Title:	Security	Department:	Front of House
Reports To:	Jessica Carney, Event Manager	FLSA Status:	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Prepared By:	Janna Graber, Human Resources Specialist	Date Prepared:	7/22/16
Approved By:		Approved Date:	

SUMMARY

Responsible for providing assistance to clients and patrons of the facilities before, during and after events. Monitors and controls crowds as necessary. Assists in directing customers to their seats, restrooms, first aid, and other locations as needed. Ensures that the security of the facility or its contents are not compromised.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Protects and secures facility and its contents in addition to protecting the performers, patrons and staff. (moved to essential duties)
2. Provide directions to various areas of the facilities.
3. Alerts supervisors and/or police or EMT's to potential issues.
4. Monitor exit doors to prevent persons without tickets from entering the facilities.
5. Work closely with other event staff, police, and EMTs to insure the safety of patrons.

OTHER DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Open building at designated time to allow show personnel in for event set-ups.
2. Close building following move-out of show personnel and equipment.
3. Assist patrons to emergency exits in case of evacuation.
4. Communicate housekeeping and potential hazards to operations staff.
5. Complete incident reports and other administrative paperwork.
6. Monitor building during over-night hours during multi-day events.
7. Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be available to work a varied schedule based on the event calendar.
2. Must be able to work outdoors.
3. Must be able to communicate utilizing two-way radio equipment.
4. Enforce building policies and fire codes.
5. Must be familiar with evacuation procedures and patron safety.
6. Responsible for ensuring that all doors are secure when closing the building.
7. Familiar with fire detection system in the case of alarm.

EDUCATION and/or EXPERIENCE

1. High School diploma, GED or equivalent.

CERTIFICATES, LICENSES, REGISTRATIONS

JOB DESCRIPTION

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1. Applicant must possess current, valid driver's license and a current working telephone and e-mail address accessible by building management personnel for business contact and scheduling purposes.

LANGUAGE SKILLS

1. Ability to speak and understand English.
2. Ability to read and interpret documents such as instructions, policies and procedures.
3. Ability to write routine reports.
4. Ability to deal effectively and courteously with the general public.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to remember previously learned material such as specifics, criteria, techniques, principles, and procedures; ability to grasp and interpret the meaning of material; ability to use learned material in new and concrete situations; ability to break down material into its component parts so that its organizational structure can be understood; ability to recognize casual relationships, discriminate between behavior mechanisms, and identify elements that are relevant to the validation of a judgment; ability to put parts together to form a new whole or proposed set of operations; ability to relate ideas and formulate hypotheses; ability to judge the value of material for a given purpose on the basis of consistency, logical accuracy, and comparison to standards; ability to appraise judgments involved in the selection of a course of action; ability to identify choices and potential outcomes, determine importance of outcomes, combine information to prioritize options and make decision based on best and most important choice.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel.
3. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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