

JOB DESCRIPTION

JOB TITLE:	Licensed Security Officer
DEPARTMENT:	Security / Operations
RESPONSIBLE TO:	Group Security Manager
RESPONSIBLE FOR:	Security / Stewarding at TIC
SHIFT PATTERN:	Shift pattern includes working early morning starts, evenings, nights and weekends.

PRIMARY PURPOSE OF JOB

To ensure security of The International Centre property, vehicles and premises with respect of any damage or theft. To safeguard all persons, customers and staff during working hours.

Summary of Duties and Responsibilities

- To man the front gate during agreed hours ensuring all customers and visitors to the Centre are directed to the appropriate areas and car parking charges are applied where necessary (when required).
- To act as a security representative for TIC ensuring clients are dealt with in a polite and courteous manner.
- To evacuate the building in an emergency situation as quickly and as calmly as possible.
- To be responsible for the collection and safe deposit of all cash received at the gate (if required).
- To assist in traffic Management as required.
- To attend any security meetings and courses as and when required.

- To check all car parks to ensure they are in a good condition and to be responsible for barriers and cones and for sectioning areas off as necessary and as required.
- To assist in the stewarding / security requirements for conference, exhibition and other events at the Centre.
- To uphold licensing laws and act within the parameters of such laws
- To comply with and act in accordance with all Company fire regulations and to adhere to the Company's fire policy.
- To act in accordance with all Health and Safety and hygiene regulations and to adhere to the Company's Health & Safety Policy.
- To attend all statutory training as & when requested.
- To arrive at work at the correct time and in the correct uniform ensuring it is in immaculate condition.

This job description is not exhaustive; therefore the job holder may be required, from time to time to carry out tasks not included, when requested by the management.

You will receive on the job training to ensure highest level of customer service is maintained within the TIC