

JOB POSTING – Part-time Security

Position: Weeknight Security (Monday – Thursday, part-time)
Reports To: Senior Manager of Human Resources, Administration & Facilities
Hours: 15 hours (Mon, Wed, Thurs 6:15-10:15pm, Tuesday 7-10pm)
Remuneration: City Grade 4, Step 1 (\$18.67/hr + 4% vacation pay)

Primary Function:

Provides a safe and secure environment for participants, the public and staff of the agency while maintaining a welcoming attitude. Ensures proper use of the centre [including equipment and furnishings] by all users.

Responsibilities:

- Routinely conduct and log security rounds of interior and exterior perimeter of the building to ensure public safety and appropriate behavior as per code of conduct, discourage vandalism, report and log graffiti;
- Ensure building is locked and secured and all windows and interior doors are locked and closed by end of the shift;
- Monitor general behaviour in the lobby to ensure it is in keeping with the Centre’s policies; document all accidents, serious incidents, graffiti, vandalism, missing or lost keys, or breach of posted mission statement;
- Assist Centre users in a friendly, welcoming and respectful manner; direct them to rooms as needed
- Monitor condition of room following use and room occupancy levels where necessary. Account for furnishings, equipment in storage and rooms for Programs and Rentals, and complete event reports following room rentals;
- Provide support and assistance to Centre staff and/or designated user groups by bringing out requested AV or admin equipment to the program rooms or, have items available for pick up at reception and ensure the secure return of equipment to storage areas after programs and rentals have ended;
- Conduct checks of the condition of program rooms and ensure fire extinguishers, doors, windows, exits, ac plugs do not have small equipment plugged in and are not left ‘on’;
- Work with the Evening Receptionist and maintain frequent contact to maintain prompt response callback;
- Attend scheduled Security Team meetings;
- Assist supervisor with annual furniture inventory count and assessment;
- Provide occasional back-up to Evening Receptionist by covering switchboard and/or issuing keys;
- May be occasionally required to assist programs or Corporate Services with room set-up;
- Monitor and receive previously distributed keys and equipment as per the sign out procedures after receptionist has closed down the reception at end of evening reception shift;
- Other duties as assigned.

Qualifications:

- Current Ontario Private Security Licence as per the *Private and Investigative Services Act, 2005*.
- Current Standard First Aid/CPR Certificate and AED
- Minimum two years security experience required
- Minimum Ontario High School Diploma
- Excellent communication skills in English; ability to speak additional languages an asset
- Punctual, self-directed and demonstrated ability to mediate in a firm and non-threatening manner
- Ability to relate well to people of all ages, cultural backgrounds, socio-economic levels and abilities
- Flexibility to work additional Security float shifts when needed an asset

To Apply:

- Email resume and cover letter to Rebecca Keenan, Senior Manager of Human Resources, Administration & Facilities **no later than 5pm, November 22, 2017** at rebecca@scaddingcourt.org. Please note only those screened in for an interview will be contacted. No calls or faxes please.