

## Security Guard – Part Time

The **Security Guard** is responsible for providing and maintaining security to the Scotiabank Convention Centre (SCCN). The majority of their time will be spent patrolling the grounds and premises of the Centre, monitoring the Centre. The ideal candidate for this position is someone who is passionate about their role within our organization and industry; professional by nature; committed to achieving success; and accountable for themselves.

### Key Responsibilities:

- Provide a visual security presence to ensure visitors have a safe and pleasant experience while visiting the Convention Centre;
- Patrol and maintain security of building, guests and employees in a professional and composed manner;
- Monitor risks such as unlocked doors, blocked entrances and exits, mechanical issues, hazardous material and other breaches of security;
- Inform management of all incidents;
- Maintain surveillance through on-site cameras;
- Handle all aspects of detection and response to alarms and emergency situations;
- Be familiar with and understand SCCN's Emergency Action Plan and evacuation procedures and carry out emergency procedures as necessary;
- Sustain effective relationships with key stakeholders and visitors through courteous and respectful interactions;
- Be aware of facility Health and Safety requirements and be able to react to violations in a quick, effective and friendly manner;
- Maintain professional code of ethics at all times;
- Handle all aspects of client load in, traffic control, shipping and receiving;
- Contact, direct and communicate with internal and outside emergency personnel;
- Control crowds as required;
- Maintain company policies, attend employee meetings and participate in upholding high standards of customer satisfaction with every action and interaction.

## **Required Knowledge, Skills, Abilities and Other Attributes:**

- Minimum 1 year experience in security (covering areas such as crowd control, dispatch, and surveillance);
- Must have valid Ontario security guard license;
- First Aid/CPR;
- Smart Serve Certified;
- Previous experience in a customer oriented environment;
- Possess skills to deal with challenges and communicate effectively at various social levels;
- Ability to handle private information with a high amount of discretion;
- Knowledge of surveillance techniques and use of CCTV systems;
- Working knowledge of phonetic alphabet, 10 codes and emergency procedures;
- Knowledge of or ability to learn security procedures and non-defensive communication in aggressive situations;
- Stand for long periods of time, ability to work in a variety of elements;
- Ability to write comprehensive reports and maintain routine logs;
- Physically able to meet the demands of the job;
- Flexibility to work a variety of shifts (evenings/weekends/days), and to respond to changes in business conditions by extending or reducing shift hours.

## **How to Apply**

Email your resume and cover letter to [careers@fallsconventions.com](mailto:careers@fallsconventions.com) with the subject heading "Security Guard – Part Time".

Scotiabank Convention Centre welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all candidates for their interest and will directly contact those selected for an interview.