



Position Announcement: Part Time Security Officer
Jackson Convention Complex

JOB TITLE: PART-TIME SECURITY OFFICER

DEPARTMENT: EVENT SERVICES

REPORTS TO: SECURITY SUPERVISOR

FLSA STATUS: HOURLY, NON- EXEMPT

GENERAL DESCRIPTION

- Reports to Security Supervisor. Works security shift as scheduled to monitor building and grounds and events when necessary. Assists Security Supervisor with monitoring and maintaining traffic control, parking, parking lots, T-Shirt and stage security. Assists Security Supervisor with establishing and maintaining a safe and efficient environment for the facility and its events.

EXAMPLES OF ROUTINE RESPONSIBILITIES

- Works security shift as deemed necessary for building and event safety, security, and awareness
- Makes necessary security walk-thru tours to monitor building and event security as deemed necessary
- Prepares work orders and incident reports as deemed necessary during work shift
- Makes recommendations for improvements and safety awareness.
- Assists general public during events and/or during work shift as deemed necessary in the interest of customer service
- Implement appropriate security and emergency policies and procedures during work shift
- Assists with maintaining effective working relationships with police, fire, EMS and other security personnel and/or safety organizations.
- Assists Security Supervisor and performs related work as required/assigned.
- Works during events as deemed necessary

SPECIAL CHARACTERISTICS AND ABILITIES

- Ability to maintain effective working relationships with lessees, employees, patrons and support organizations.
- Ability to exercise proper action and attitude in handling incidents, emergencies and demands of the event environment.
- Considerable knowledge of interpersonal relationships and customer service unique to the service industry.
- Ability to communicate in a clear and concise manner.

EDUCATION AND EXPERIENCE

- Minimum One year experience in private security, law enforcement or security related field.

TO APPLY:

This position offers a competitive hourly wage and benefit package. Resumes for consideration may be sent to csayles@jacksonconventioncomplex.com. Applications may be picked up and dropped off at the Jackson Convention Complex at 105 E. Pascagoula Street, Jackson, MS 39201

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