

**Alerus Center
City of Grand Forks
Grand Forks, North Dakota
JOB DESCRIPTION**

Job Title: Uniformed Security
Department: Operations
Reports To: Uniform Security Supervisor
FLSA Status: Hourly, Seasonal, Part time
Prepared By: William Folk
Prepared Date: 04-04-14
Approved By: Robert LeBarron
Approved Date: 04-04-14

Summary

Uniform Security personnel will be placed in positions to prevent or diffuse situation, while maintaining the integrity of the Alerus Center, its employees and its patrons. Uniform shirts are provided.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

A. DUTIES:

1. Customer Focus: Is dedicated to meeting and/or exceeding the expectations and requirements of internal and external customers.
2. Integrity and Trust: Is widely trusted and is seen as a truthful individual who keeps confidences, admits mistakes, doesn't misrepresent him/herself and is highly respectful of others.
3. Communication: Consistently exhibits courteous, respectful, non-defensive and appropriate communications and presents information in a concise and understandable format.
4. Teamwork: Works cooperatively with others in the accomplishment of joint tasks and common objectives. Contributes to a positive work environment, fosters collaboration and provides a tangible contribution.

B. RESPONSIBILITIES:

1. Prevents patrons from entering restricted areas.
2. Assists in inspection of items prohibited into the Alerus Center as well as patrols outside parking lots.
3. Assists with confrontations and ejections.
4. Warns violators of rule infractions and apprehends or expels persons engaging in suspicious or criminal acts.
5. Documents and writes incident reports after events.
6. Secures doors, entrances, exits and clears the building.
7. Enforces Alerus Center policies and procedures.
8. Watches for and reports irregularities such as fire hazards, leaks, and unlocked security doors.

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.

Demonstrate ability to read, write and communicate effectively and follow directions from supervisors. Previous security experience is preferred.

Language Skills

Ability to speak and understand English.

Physical Demands

Physical strength required performing assigned tasks. Also must be able to climb up and down stairs.

Work Demands

Able to work flexible schedule, including evenings, weekends, and holidays.