YORK ST JOHN STUDENTS' UNION

JOB DESCRIPTION

Job title:	Door Supervisor
Department:	Operations & Events
Scope of duties:	To carry out the licensing law regulations and protect the licensee (York St John Students' Union). To ensure that YSJSU's Security and Health and Safety standards are adhered to by providing security for the venue
Salary Scale:	£7.90 p/h
Responsible to:	Operations & Events Manager
Supervisory Responsibility:	None

DETAILED DESCRIPTION OF DUTIES:

1. **Main Duties**

- Acting as an information point for customers
- Helping set up and clean down the venue
- Ensuring the general safety of the customers, staff, venue managers and any volunteers in the Venue
- Working as a team both with other internal security staff and campus security providing mutual support and trust in carrying out duties
- Protecting the fabric and fittings of the premises and ensure security of equipment and stock
- Keeping the premises clean, tidy and free from spillages or other hazards before, during and after opening hours
- Ensuring the venue is secure at the end of the night
- Understanding, following and carrying out Venue policies correctly and professionally
- Observe and work within licensing, health and safety, hygiene and other regulations pertaining to the operation of the premises
- Hold an SIA approved licence
- Be observant and aware of events and to prevent potential problems whenever possible
- Separate and diffuse difficult situations, as outlined in your SIA training and further internal venue training
- To monitor and encourage appropriate standards of behaviour
- Employ verbal persuasion, tact and diplomacy whenever possible
- The post holder will need to act in a polite, courteous and helpful manner. At all times he/she will be concerned with ensuring that customers are satisfied with the service received
- The post holder will present themselves for work clean and tidy, wearing the stipulated uniform which will be clean and ironed
- The post holder will display the highest standards of integrity and honesty at all times
- The post holder will observe high standards of punctuality. Ensure that the highest standards of professional performance are maintained
- Promote equal opportunities in the work of the Students' Union
- Ensure compliance with relevant legislation and statutory codes of practice
- Ensure all Students' Union policies are implemented within the remit of this post
- To fulfil other duties & work as directed by the Operations & Events Manager