



Position: Security Guard – Part-time

Department: Operations

Reports to: Security Manager

FLSA Status: Part-time, Hourly, Non-exempt

Summary:

Patrol the Peoria Civic Center facilities and grounds to prevent loss due to theft, fire, vandalism, and other hazards.

Essential Duties and Responsibilities:

- Patrol facilities as scheduled and assigned; respond to requests and emergencies according to established policies and procedures.
- Unlock and/or lock doors before and after events as required. Secure facility when unoccupied.
- Maintain security by verifying visitor authorization to access the facility.
- Complete required daily reports.
- Assist visitors and employees as needed.
- Maintain lost and found articles.
- Perform event alcohol I.D. checks
- Perform fire extinguisher and sprinkler inspections.
- Maintain vehicle log and check out system for Peoria Civic Center vehicles.
- Issue parking violations according to procedure.
- Maintain flag displays as directed.
- Respond to radio and telephone communication with appropriate urgency.
- Write maintenance work orders on items observed as needing attention while performing patrol checks.
- Other duties as assigned.

Supervisory Responsibilities:

No direct reports for this position.

Minimum 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.

Education and / or Experience:

- High school diploma/GED required.

Skill and Abilities:

- English language fluency required.

Computer Skills:

- Basic computer skills required for use of email applications (Outlook), the timeclock, telephone, and video monitoring equipment.

Other Qualifications:

- Ability to work a flexible to include evenings, nights, weekends, and holidays as needed.
- Must be at least 18 years old to apply.
- Must have reliable transportation.
- A background check may be required.

Working Conditions and Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to move around the facility; speak and hear. This position may require work inside or outside of the building.
- Ability to work extended and/or irregular hours including nights, weekends and holidays as needed. Must have the ability to walk extended distances and climb stairs. Physical requirements include the ability to frequently lift up to 25 lbs.

To Apply:

Apply via Indeed.com or the [ASM Global Career Portal](#).

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Applicants who need reasonable accommodations to complete the application process may contact the Peoria Civic Center Human Resources at mjohnson@peoriaciviccenter.com.