

# GREATER RICHMOND CONVENTION CENTER JOB POSTING

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**JOB TITLE:** ON CALL - SECURITY GUARD  
**Reports To:** Director of Safety & Security; Lead Security Guard  
**Supervises:** N/A  
**Status:** Part Time / On Call - Non-Exempt

## **SUMMARY:**

Under direct supervision from the Director of Safety & Security and/or the Lead Security Guard, On Call Security Guards typically provide event related security services including crowd control, general protection of facility property and personnel and providing general information and assistance to facility guests. In the absence of the Director of Safety & Security or Lead Security Guard, On Call Security Guards may receive event-related instructions from an On Call Security Guard Supervisor or Event Manager.

## **JOB DUTIES:** (include, but are not limited to...)

- Patrol assigned facility locations; lock and unlock doors as required
- Monitor event activity areas as well as entrances and exits
- Observe facilities and equipment for needed maintenance and repairs; recognize and report damage and safety hazards
- Be aware of the location and use of emergency alarms and equipment; follow established procedures in case of fire, disorder or other emergency situation
- Observe general public; provide general information, directions and assistance to facility guests; report suspicious behavior to Security Base
- Maintain high degree of visibility and professionalism; respond to various situations, issues and requests for assistance; prepare incident reports in accordance with departmental standards
- Assist medical personnel by directing traffic, crowd control and securing needed equipment
- Communicate clearly and concisely in the English language, both orally and in writing
- Perform other duties as required

## **OTHER CHARACTERISTICS:**

- This is an **On Call** position with **no minimum number of hours guaranteed**. Work schedules are determined by event activity.
- Must be able to stand and walk for long periods of time and lift objects up to 50 pounds
- Must be able to work a flexible schedule including early mornings, days, evenings, overnight, weekends and holidays

## **PREFERRED QUALIFICATIONS:**

### **Experience:**

- Must be 18 years of age or older

### **Education / Training:**

- High school diploma, or equivalent GED

### **Licenses or Certificates:**

- Possession of, or ability to obtain a Virginia driver's license or identification card
- Possession of, or ability to obtain a CPR certificate

**Salary range:** \$8.25/hour – Employees who complete 1000 hours worked are eligible for \$.50 increase.

**How to Apply:** Please apply in person at the Greater Richmond Convention Center or download an application from our web-site, [www.richmondcenter.com](http://www.richmondcenter.com), and mail to:

Human Resources  
2nd Convention Center  
403 North Third Street  
Richmond, VA 23219

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