

The Club at New Seabury

Security Guard- Bar



Reports to: Manager Food & Beverage

Position Overview

This position will perform protective security functions in a courteous and professional manner while maintaining a very high level of service. Other functions are, but not limited to; patrolling the interior and exterior of the building, monitoring and granting access per policy, responding to and assisting members/guests with concerns, follow all security and safety procedures, document incidents as required.

Essential Duties & Responsibilities:

- Check quest IDs prior to entry to ensure each person in the building is at least 21 years old
- Responsible for spotting fake IDs
- Greet quests in a personable and friendly manner when entering and exiting the building.
- Monitor guest and make sure they adhere to the establishment's dress code
- Ensure company procedures and guidelines are followed to protect the safety of guests and employees
- Periodically walk among and engage with guests and employees to maintain order and protect the property and equipment
- Recognize signs when a guest may be under the influence of alcohol and drugs and take action according to Company guidelines
- Handle stressful situations with tact and professionalism, exercising
- Notify manager on duty when an emergent situation occurs
- Assist with documentation of incidents that occur on company property

Knowledge, Skills, and Abilities

- The ability to read, write, and communicate in English
- Possess outstanding customer service skills

Credentials and Experience

- Preferred 1 year of experience in a security position
- Must have a high school diploma/GED degree
- Must be at least 18 years of age

Special Requirements

- Very high level of integrity and honesty
- Possess high standards of personal appearance and grooming
- Must have ability to assess questionable activity and determine appropriate action
- Must be able to maintain professional composure when dealing with unusual circumstances
- Must be able to work outdoors in varied climates