



Job Title: Temporary Security Officer	Job Grade: Non-exempt
Department: Safety & Security	Description Date: November 14, 2016

### Position Overview

- The Security Officer position reports directly to the on-duty Security Supervisor. The general responsibilities of this position are to patrol and safeguard an assigned area, to prevent theft, violence, or infractions of rules and to control access to areas within the Fairgrounds. Other duties as assigned.

### Essential Job Functions

- This position acts as a liaison between Fairgrounds attendees and the event promoter. The Security Officer should be familiar with all facets of the Fairgrounds including but not limited to event details, building locations, whereabouts of concessions, ATM machines, and restrooms.
- For safety reasons, Security Officers must be familiar with the locations of fire extinguishers and fire exits, AEDs and all emergency equipment.
- Security Officers monitor the arrival and departure of all traffic coming onto and leaving Fairgrounds property and seek permission when appropriate for persons to enter the Fairgrounds.
- Security Officers must be prepared to assist Fairgrounds attendees, promoters, vendors, and Fairgrounds staff to ensure successful events at this venue.
- Other duties as assigned

### Desired Skills and Education

- Security Officers must be at least 18 years of age.
- Security Officers should possess a high school diploma or GED certificate.
- Security Officers should possess a valid Florida Driver License.
- Security Officers must be able to speak, understand and write in the English language.
- Second languages, in addition to English, are a valuable asset and while not required are desired.
- Certifications in first aid, CPR, EMT, and or Paramedic are not required for hire, but are desired.