

**Door Supervisor Job Description**

Reports to Security Supervisor and on call manager.

Reports to and liaises with Clients’ representative.

Liaises with Control Room Officers.

**Main Duties**

To protect the property or premises from theft and damage.

To protect customers and staff from violence and assault.

To report to and take directions from the licensee or person in charge of the

event being supervised. (Such authority as a door supervisor has, is gained

through that person).

To refuse access to anyone whose presence at the event might render the

licensee or person in charge of the event subject to prosecution for any

offence.

To ensure that consent is obtained from each customer in front of witnesses

prior to any search-taking place, if personal searches are required as a

condition of entry.

To report for duty punctually with a neat and tidy appearance (at least 10

minutes before contracted start time.)

Ensure communications equipment works and understanding how to use it.

When incidents occur note and report incidents in a daily logbook for the client and regulatory agencies.

 Assistimg the emergency services in whatever way they request and ensuring they

are not obstructed in the execution of their duties.

Health and Safety awareness.



**Door Supervisor – Person Specification**

Possessing a valid SIA Licence for Door Supervision. Over 21 years old.

Eligible to work in the UK. Five years checkable work history.

Fluency in English**.**

Be physically fit and have the emotional maturity and mental capacity for the job.

Good personal presentation,

Good communication/social skills

Be smart, self- confident and alert.

Mature disposition.

Presentable, honest, alert, vigilant, reliable, flexible, motivated, giving attention attention to detail.

Ability to work unsocial hours, weekends, bank holidays etc

Deductive Reasoning -- The ability to apply general rules to specific problems to produce answers that make sense.

Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.

Reading Comprehension -- Understanding written sentences and paragraphs in work related documents.

Written Expression -- The ability to communicate information and ideas in writing so others will understand.

Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Social Perceptiveness -- Being aware of others' reactions and understanding why they react as they do.

Monitoring -- Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action. 4.11.11