



## **Job Description**

**Job title:** Door Supervisor

### **Main purpose of job:**

To undertake manned guarding activities in relation to licensed premises open to the public, at times when alcohol or hot food is being supplied for consumption or regulated entertainment is being provided, on the premises.

You are responsible for security, protection, screening the suitability of people entering premises and conflict management.

### **Chain of Command:**

Managing Director

Team Leader

### **Relationships:**

a) Responsible to: Team Leader / Managing Director

b) Responsible for: Customers

c) Liaison with: Other Staff, Managers and Emergency Services

### **Main tasks of job:**

- ∞ Arrive for work in good time, in clean and tidy uniform
- ∞ Wear your SIA licence, displaying the photograph side, on the outside of your clothing at all times when working
- ∞ Follow the SIA code of conduct for door supervisors
- ∞ Draw equipment, such as radios, and check serviceability
- ∞ Report to the Team Leader for detailed instructions or briefing
- ∞ Sign on and off all shifts
- ∞ Occupy a designated post for the duration of the shift
- ∞ Communicate incidents to the Team Leader and the wider team at the earliest opportunity
- ∞ Respond to breaches of house rules or law in a timely fashion and an appropriate manner, which may include arrest in line with PACE S24a
- ∞ De-escalate incidents in line with conflict management training
- ∞ Use reasonable, justifiable physical force, only when necessary, in line with physical intervention training and company policy
- ∞ Record basic details of all incidents in the Door Supervisors Log
- ∞ Provide a high level of customer care, ensuring customers are afforded all opportunities to enjoy their visit in a safe environment
- ∞ Monitor health and safety standards in your area at all times and act appropriately in line with H&S legislation
- ∞ Follow company policies and procedures at all times
- ∞ Accurately complete time sheets, safety check sheets, capacity register, incident logs, drugs/weapons seizure logs, police statements and any other documents required
- ∞ Follow all other job requirements as per door supervisor training
- ∞ Follow any reasonable instructions given by a member of your chain of command

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.



**Personnel Specification**

**Job title:** Door Supervisor

|                                   | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>  |
|-----------------------------------|--|---|
| <b>Qualifications/Attainments</b> | <ul style="list-style-type: none"> <li>Level 2 Award for working as a Door Supervisor within the Private Security Industry</li> <li>Door Sups License</li> </ul> | <ul style="list-style-type: none"> <li>Clean driving licence</li> </ul>                         |
| <b>Relevant Experience</b>        |  | <ul style="list-style-type: none"> <li>Door Supervision</li> <li>Security Operations</li> </ul> |
| <b>Special Attributes</b>         | <ul style="list-style-type: none"> <li>Literate - able to write basic reports</li> <li>Good command of spoken English</li> </ul>                                 | <ul style="list-style-type: none"> <li>Articulate</li> </ul>                                    |
| <b>General Intelligence</b>       | <ul style="list-style-type: none"> <li>Can use initiative</li> </ul>   | <ul style="list-style-type: none"> <li>Good problem solving skills</li> </ul>                   |
| <b>Physical Requirements</b>      | <ul style="list-style-type: none"> <li>Good state of health and fitness</li> <li>Smart appearance</li> </ul>   |   |
| <b>Disposition</b>                | <ul style="list-style-type: none"> <li>Dependable</li> <li>Able to fit into a team</li> </ul>  |   |
| <b>Circumstances</b>              | <ul style="list-style-type: none"> <li>Able to self-transport to work sites</li> <li>Available to work late nights</li> </ul>                                    |   |