



**SPECTRA VENUE MANAGEMENT  
FIRSTONTARIO CENTRE / FIRSTONTARIO CONCERT HALL**

**BUILDING SECURITY – Nights/Afternoons/Weekends**  
(One Part-time Positions; NON-UNION/UNION)

**General Duties:**

- Monitor and control access to the facility from the Building Security Office.
- Perform regular roaming patrols to ensure security of the facility.
- Knowledge of building lock up procedures and alarm systems.
- Clerical duties including log entries, staff sign in/out, key control and reports writing.
- Must be able to assist in any building related emergency
- Shipping/receiving of mail and deliveries.
- Communicates maintenance, cleaning problems, building concerns
- Understand and carry out posted orders for each building.

**Qualifications:**

- **Must possess a current Security Guard License as mandated by the Province of Ontario (O. Reg 435/07).**
- Must have a valid Standard First Aid and CPR certificates.
- Must be mature, reliable, tactful and have experience in working with public.
- Effective communication skills both written and verbal.
- Must be available to work all shifts.
- Computer experience required.
- Must be able to work with minimal supervision.
- Must possess Grade 12 High School Diploma.

**Location: FirstOntario Centre / FirstOntario Concert Hall**

**Hours: Casual, Variable hours including: days, evenings, nights and weekends**

**Schedule: Posted bi-weekly**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

**To apply - email resumes with references to: [brian.manor@spectrap.com](mailto:brian.manor@spectrap.com)**