



**POSITION:** Security Officer Part-time  
**DEPARTMENT:** Security Department  
**REPORTS TO:** Security Supervisor  
**FLSA STATUS:** Non-Exempt/ Hourly

### Summary

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Part-time Security Officer at the McCormick Place Convention Center. Under supervision, protects and maintains security and safety of people, buildings, property, and work sites in and around McCormick Square during their assigned shift.

### Essential Duties and Responsibilities

- Stands watch at security posts for the purpose of protecting and controlling access to buildings, property and equipment.
- Protects the premises from unauthorized entry, crime, vandalism, fire and other safety hazards.
- Issues parking violations when appropriate.
- Checks identification/credentials of visitors and ensures all persons entering facilities are processed through established Building Entrance and Exit Procedures.
- Follows and enforces all McCormick Square policies/procedures, rules/regulations and emergency procedures.
- Maintains a working knowledge of all emergency policies, procedures and regulations to be able to respond to alarms, incidents and emergency situations.
- Successfully completes all in-service training programs.
- Remains alert and focused on all activity in assigned area.
- May perform control room duties such as answering telephones and/or monitoring security systems.
- Performs vehicular patrols of McCormick Square.
- Performs access control duties requiring the opening and closing of rooms, gates and critical areas.
- Performs walking patrols of building corridors, lobbies, grounds and work site areas.
- Maintains the ability to use technology (radio, computer, etc.) to read, communicate and write reports.
- Prepares accurate and detailed reports clearly articulating activity during shift such as property damage, unusual occurrences, presence of unauthorized persons etc.
- Directs vehicular/pedestrian traffic in order to maintain orderly movement.
- Interacts with patrons, vendors and employees in a courteous and professional manner. Assists tenants and visitors with directions and general business information.
- May be required to physically control a violator using handcuffs.
- Maintains strict confidentiality due to the position and the nature of security operations.

- Maintains a professional presentation, appearance and work ethic.
- Performs other job-related duties as assigned.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

- High School Diploma or equivalent is required.
- Associate or Bachelor Degree in Criminal Justice or related field preferred.
- Minimum of three (3) years' experience working as a security guard in a sports and entertainment venue involving extensive contact with the public.

### **Technological Skills**

- Ability to operate a computer, smart phone/tablet and associated programs.
- Ability to use standard office equipment such as a copier.

### **Certificates, Licensed and Registrations**

- Must acquire and maintain a valid driver's license within 90 days of date of hire.
- Must acquire and maintain a valid PERC card within 90 days of date of hire.
- CPR/AED certification required. Will provide necessary training.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Physical requirements include the ability to stand for long periods of time (8 hours or more) and/or extensive walking throughout the McCormick Place Campus. Must be able to climb steps, run, physically control a person and lift up to 40 lbs. Security posts are indoor and outdoor and may require an officer to work irregular hours. Must be able to operate a motor vehicle.

### **Hours of Work**

This is a part time position with the following shift available: **1<sup>st</sup> shift from 6:00 am to 2:00pm Monday, Thursday and Friday.** The person accepting this position must stay within this shift time for 1 year before they are eligible to bid on any open posts within McCormick Place Security.

- This does not guarantee three days of work each week.

### **Note**

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Recruiter- Shalanda Hedrick  
McCormick Place – ASM Global  
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

**External Link to Apply:**

<https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Part-Time-Security-Officer--11-R10014904>

**We will accept applications from 12-09-22 to until position is filled**