

# Job Description

Henry & Teresa McGlone Group

## Post

Title: Door Supervisor  
Location: Queen St or Market St, Magherafelt  
Hours: This will be a part-time role working a rota system for evening and weekend shifts  
Status: Temporary / Casual

## Scope Of The Role

Reports to: Head of Security  
Grade: Staff  
Salary range: Competitive salary dependent on skills and experience

Overall purpose: The overall purpose of the role will be to provide customers with excellent service and work as part of the overall staff team of the club. Fundamental to all duties is the requirement to welcome all customers, in a professional and pleasant manner, representing the company's high standards of personal presentation and behaviour at all times during a shift. Our security team must provide an effective presence, to assist customers, deter crime and resolve conflict.

## Security Responsibilities

Key areas

- Assist management in the smooth running and operation of the premises
- Control ingress and egress of the premises and all exits
- Conduct searches in accordance with the premises search policy
- Ensure that patrons have an enjoyable experience within a safe environment
- Assist all customers, dealing professionally with their concerns/queries
- Treat and respect everyone with fairness and equality
- Smile, interact and develop a rapport with the client base
- Observe the behaviour of customers in the venue and maintain the premises code of practice and conduct
- Achieve results with your voice and persona and not your ego
- Report to management with a written statement of any incident before close of duty
- Complete and file all associated paperwork