



## Security Officer (Overnights)

**Positions Available:** Permanent Full-Time (32 - 40 hours per week)

**Compensation:** \$21.37 per hour (+ \$1 overnight premium per hour) + Commuter Benefit + Health and Dental Benefits

**Start Date:** November 18, 2024

**Application Closing Date:** November 6, 2024

The Forks North Portage is home to a fast paced, fun, and welcoming environment. The business of The Forks North Portage is to provide as many reasons as possible for people to 'live, work, and play in the downtown.' We are looking for customer service focused individuals who share a love for our community.

Through connection-based relationships, the Security Officer is responsible for maintaining an inclusive, safe, and secure environment for employees, site tenants, and visitors. Reporting directly to the Security Supervisor, the Security Officer will support The Forks North Portage and our shared goals around Community Safety.

### The Security Officer is someone who:

- Has physical stamina and is able to walk, kneel, stand, climb stairs, ride a bike, and lift/push/pull up to 50 lbs, while working outdoors in varying weather conditions, for up to 8+ hours.
- Practices strong interpersonal and communication skills in order to attentively listen to community members, resolve conflicts peacefully, and maintain a calm demeanor under pressure.
- Is able to work respectfully and collaboratively with a diverse community of varying cultures, perspectives, languages, and backgrounds.
- Pays close attention to detail and demonstrates situational awareness in order to proactively identify potential security risks or safety hazards.
- Holds a valid Manitoba Security Guard License, Manitoba Occupational Health & Safety accredited First Aid certificate (intermediate), and Smart Choices certification.
- Is dedicated to continued professional growth and development.

### The Security Officer will assist with:

- Maintaining accurate records and incident reports, including a logbook documenting interactions and security-related activities.
- Conducting patrols and inspections of potential physical and safety hazards, monitoring and responding to alarms and incidents, and reporting issues accordingly.
- Providing ongoing communication around safety concerns, as well as offering general feedback and suggestions for improvement.
- Building relationships and establishing trust with employees, tenants, and visitors, by offering ongoing support in a timely manner.
- Building relationships and establishing trust with external contacts, including community outreach agencies, emergency services, and adjacent stakeholder organizations, for effective collaboration during incidents.
- Maintaining our commitment to supporting a positive visitor experience by providing excellent customer service and offering guidance to the community.

Please email [jobs@theforks.com](mailto:jobs@theforks.com) with your cover letter and resume to apply. Interviews will begin as resumes are received. We thank all applicants; however, only those selected for further consideration will be contacted.

*The Forks is the city's meeting place, open and accessible to all. We want our team to be reflective of the community we are honoured to call home. We are actively seeking a diverse mix of talented people who want to do their best work. The Forks North Portage as an employer is focused on equality and inclusivity in our hiring practices. We support diversity of race, gender, sexual orientation, physical or mental ability, religion, ethnicity, and nationality. We strongly encourage those who identify as BIPOC and/or 2SLGBTQ+ to apply.*