**SALFORD LOAVES AND FISHES**

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**JOB DESCRIPTION**

**JOB TITLE:** **Security Officer**

**LOCATION:** Salford Loaves and Fishes, 1 Paddington Close, M6 5PL

**HOURS:** 20 hours per week currently over 5 days

Monday to Friday 9 am – 1 pm (although these can be slightly amended) – Extra hours may be offered occasionally including Saturday and Sunday

**SALARY:** £12 per hour dependent upon age and experience

**HOLIDAYS:** 4 weeks (+ Bank holidays) pro-rata, increasing to 5 weeks

 **RESPONSIBLE TO:** Centre Operations Manager

Our Drop-In Centre supports vulnerable people. The Security Officer is required to help the Operations team manage the floor, deal with incidents as they arise using de-escalation, and monitor and diffuse or challenge positively, inappropriate behaviours as and when they occur.

**AIMS AND OBJECTIVES OF THE POST:**

* To promote a positive atmosphere in the centre and to manage challenging behaviour as it arises (SIA badge is an essential requirement)
* To assist with health and safety compliance for the centre.
* To work within a team of equals to help deliver our services to the highest possible standards.
* To help monitor the daily implementation of agreed policies and procedures and to report any issues to the Centre Operations Manager.

**MAIN RESPONSIBILITIES:**

* To monitor client usage of the building including external areas and support the Centre Operations Manager/Team monitor and de-escalate any situations that may occur
* To support the organisation's Health and Safety function and ensure all to visit the centre (clients, staff and volunteers) are safe and adhering to established H&S practices.
* To report any issues with the building and various facilities to the Centre Operations Manager
* To attend staff meetings and supervision and undertake any training as requested.
* Any other activities as guided by the Centre Operations Manager
* To undertake First Aid training to become a certified first aider for the centre.
* To undertake Fire Warden training to become a fire warden for the centre.