



### **POSITION DESCRIPTION**

<b>JOB TITLE:</b> Command Center Staff	<b>COMPANY:</b> SMG
<b>DEPARTMENT:</b> Operations	<b>FACILITY:</b> Mohegan Sun Arena @ Casey Plaza
<b>REPORTS TO:</b> Operations Manager	<b>FLSA:</b> Hourly/Non-Exempt

### **POSITION SUMMARY:**

This position provides a safe and secure environment by monitoring the building control systems and by foot patrol of the Arena.

### **POSITION RESPONSIBILITIES:**

- Maintains a 24-hour patrol of all Arena areas, as assigned
- Observes and operates the lighting, mechanical, and computerized alarm/monitoring systems
- Checks doors and other secured areas
- Assists in maintaining back-of-house areas of the Arena
- Answers and responds to alarms
- Checks for hazards and implements safety programs
- Distributes Visitor badges
- Maintains detailed logs of visitors, incidents, and related activities and writes reports as needed
- Monitors receipt of all parcels sent to the Arena through the loading area, including the load-in and load-out of all equipment during events
- Answers calls during Administration off-hours
- Works with Event Security during hockey games and other events assisting with bag checks, etc.
- Performs other tasks as assigned

### **WORK CONTACTS:**

Daily contact with the Operations Manager, Arena Staff, Delivery Persons, Arena Visitors

### **SUPERVISORY RESPONSIBILITIES:**

This position does not have supervisory responsibilities.

### **QUALIFICATIONS:**

- Must have no criminal record
- Must possess the knowledge of security principles and practices
- Must possess experience in the building control field and/or law enforcement

- Must possess the ability to access all areas of the Arena on foot, follow directions, and work independently and as part of a team
- Must possess the ability to read, write, and communicate effectively and assertively in English
- Must possess the ability to work a flexible 8-hour schedule to include days, nights, weekends, and holidays and have reliable transportation
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the right to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.

Recruiter: Jacqueline Belchick, HR Manager  
Hiring Manager: Chad Behrens

**Positions Available: 1**  
**Opening Date: August 28, 2017**  
**Closing Date: September 8, 2017**

**SMG is an Equal Opportunity Employer and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRRRA Federal Contractor**

**Applicants that need reasonable accommodations to complete the application process may contact Jacqueline Belchick at 570 970-3508.**