



University of York Students' Union
Registered in England and Wales.
Charity Number: 1173404 Company Number: 10688097
Registered Office: The Student Centre, James College,
Newton Way, Heslington, York, YO10 5DD

E: enquiries@yusu.org
T: 01904 32 3724
W: yusu.org



JOB DESCRIPTION

YUSU Part-Time Door Supervisor Staff Member

1) Introduction

Doorsafe is an on-campus security service delivered by the students Union. It has developed in response to the need for specific event focussed security across campus and adheres to the requirements of the security industry authority (SIA) which is the organisation responsible for regulating the private security industry.

Responsible to: Director of Communications and Activities

Reports to: YUSU Doorsafe Security Manager

2) Overall Purpose of the Job

To assist the Doorsafe team in their application to carry out the licensing law regulations and protect the licensee (University & YUSU Commercial Services). To ensure that YUSU's Security and Health and Safety standards are adhered to by providing security for events on campus.

3) Requirements

- To work shifts as allocated by the Doorsafe Security Manager, and if unable to do so, to provide a reason as soon as possible.
- To wear the appropriate uniform and safety equipment at all times whilst at work. Correct uniform consists of:
 - ◇ A smart black shirt (White where specified) o Plain black suit trousers
 - ◇ Black coat and/or suit jacket. (Optional) o Clean Black shoes.
 - ◇ Ear piece and Radio (Provided by YUSU).
 - ◇ High Visibility Armband (Provided) - SIA badge must be worn visibly at all times a door supervisory role is being carried out.
 - ◇ Dark clip on safety tie. (Provided)
 - ◇ To complete training as required by the Doorsafe Security Manager: will likely include first aid training, health and safety training, and other refresher courses.

- To assist with the paperwork generated from events: this may include health and safety reports, incident report forms and other work related artefacts.
- To monitor other members of staff and to report concerns to the head door supervisor on shift and the Doorsafe Security Manager
- To work alongside the Bar and event staff to ensure that the event runs as smoothly as possible.
- To ensure a pleasant and safe customer experience.



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4) Specifications

In addition to the above tasks Doorsafe personnel are required to maintain professional standards both in and outside of the work environment. This includes:

- Being reliable in all associated tasks.
- Being confident within your role and executing your duties accordingly.
- Being punctual to work and other required events.
- Maintaining high professional standards at all times. Including how you conduct yourselves when not at work.
- Putting YUSU work above other professional responsibilities.

5) Training

Doorsafe Personnel are required to be SIA trained. The initial training is provided by an accredited SIA company providing training within the SIA guidelines and examinations. Responsible person training, licencing, health and safety, first aid and manual handling training will also be provided.

6) Pay

Your salary will commence at a rate of £7.60 an hour for internal campus events. This will be paid monthly by BACS normally on the 25th of each month less deductions for PAYE, National Insurance Contributions and other deductions, which YUSU are, required to make. Each pay month runs to the 11th of each month. Your salary is payable on the 25th of each month.

7) Commitment

Initial training is arranged by YUSU. Therefore Doorsafe personnel are expected to work for YUSU on a regular basis, including all major YUSU events and be available on the weekend of week 0 term 1. Door work for other organisations must be a secondary concern.



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PERSON SPECIFICATION

YUSU Part-Time Door Supervisor Staff Member

	Essential	Desirable
Education, qualifications and training		
Currently studying at the University of York	*	
Attended door supervisors, training/SIA training		*
First aid training		*
Experience		
Experience within an entertainments field		*
Working within a team	*	
Skills		
Excellent customer service skills	*	
Strong interpersonal communication skills	*	
Ability to handle difficult and or conflict situations	*	
Assertive and strong persuasive skills	*	
Good powers of observation and ability to make decisions quickly	*	
Special requirements		
Be physically fit	*	
Able and willing to work unsociable hours	*	
Able and willing to work at short notice	*	
Empathy for students	*	
Ability to work in a democratic student environment and adopt the values of BSU	*	
Friendly, confident and outgoing	*	
Smart and presentable	*	
Honest and of high integrity	*	