

POSITION: Part Time Command Representative
DEPARTMENT: Operations
REPORTS TO: Guest Relations Manager
FLSA STATUS: Non- Exempt



SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for a Command Representative at SMG Stockton Facilities.

MAJOR RESPONSIBILITIES:

- ◆ Doing rounds to make sure the Arena, Ballpark and BHT are secure as required.
- ◆ Accurately keeps an activity log
- ◆ Maintains accurate count of who is in the building,
- ◆ Keep track of incoming and outgoing packages.
- ◆ Monitor building cameras.
- ◆ Completes all assigned daily tasks.
- ◆ Demonstrates excellent customer service skills; responds promptly to customer needs, responds to requests for service and assistance, able to work independently and as a team.
- ◆ Other duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS AND ABILITIES:

- Ability to secure building accurately and in a timely manner
- Ability to listen and follow instructions
- Ability to keep logs of incidents, incoming/outgoing mail, incoming/outgoing guest entering the loading dock, and any other activities
- Good communications skills. Responds well to questions. Able to read and interpret written information
- Ability to walk, stand & sit for varying amounts of time
- Ability to work varying shifts including overnight
- Good problem solving skills and organizational ability
- Ability to work independently and as a member of the team
- Good customer service skills and sense of public relations
- California Driver's License and California Guard Card preferred

TO APPLY:

Applications will be available in reception lobby.

Celeste Benoit | Stockton Arena | 248 W. Fremont St. | Stockton, CA 95203

FAX: 209-373-1450 | EMAIL: Careers@smgstockton.com

No Phone Calls

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRRR Federal Contractor.