**Job Summary**

Lincoln Race Course Winner's Circle Sports Bar & Grille has an immediate opening for a part-time (30 hours per week) Security/AV position. We offer flexible day and night hours as well as provide a 50% employee food discount. This position's primary focus is to ensure the safety and security of the facility and its patrons while using great customer service. Additional responsibilities include ensuring proper channels are selected on audio/visual equipment every day and the signal is distributed to TV's throughout facility including three Epson projectors.

**Responsibilities and Duties**

Maintain a safe and orderly facility

Assist with set-up/tear-down for special events

Assist Staff and Patrons as needed

Review security footage and maintain security report files as needed

Write-up incident reports and provide follow up, if necessary

Unlock facility at open of business/Lock up facility at close of business (when needed)

Safely and professionally clear out all patrons at close

Assist closing manager with end-of-day procedures

Identify and resolve problems in a timely manner

Manage difficult and emotional customer situations

Respond promptly to customer needs

Respond to requests for service and assistance

Carry out maintenance procedures and/or steps of action to ensure continual operation of equipment

Assist with performing and documenting routine maintenance on all audio/visual control room equipment, TV’s and projectors

Assist with the organization of the AV control room including cleaning and dusting equipment

Follow the procedures and guidelines of the facility’s safety and security plan

Speak clearly and persuasively in positive or negative situations

Contribute to building a positive team spirit and environment

Display respect to customers, peers and subordinates

Demonstrate knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Observe safety and security procedures

Assist other employees by performing duties as necessary

Perform other duties as assigned

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to walk and stand for long periods of time. The employee is occasionally required to lift and/or move up to 50 pounds

May also perform other duties as needed/directed to ensure successful function of the facility.

Job Type: Part-time