



Position Title: Public Safety Officer - Part Time
Department: Security and Safety Solutions
Supervisor: Public Safety Supervisor
Hourly Rate: \$25.00
Schedule: Various Shifts Available, Weekends Required

Applicants can submit a resume via e-mail to careers@javitscenter.com

The Javits Center is considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows, and special events on Manhattan's West Side. These large-scale events have generated billions of dollars in annual economic activity for New York City and New York State, supporting thousands of jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

Position Summary:

A Public Safety Officer is responsible for the protection of the facilities, equipment, supplies, employees, guests, clients, and visitors of the Javits Center. This position is responsible for adhering to and enforcing all security policies and procedures. The Officer is to be pro-active in threat identification and risk mitigation.

The hourly rate for this part-time position is \$25.00. Interested candidates must be willing to work onsite at the Javits Center and must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.

Essential Functions:

- Provide exceptional level of client and guest hospitality at all times and understand that you represent the Javits Center in how you conduct yourself.
- Enforce all building rules and security procedures with all staff, visitors, and vendors.
- Maintain security coverage and visibility within a dedicated area or post assignment.



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- Monitor building activity for compliance with and enforcement of established safety and security policies and procedures.
- Routinely inspect fire extinguishers and AED units for functionality and certification.
- Admit or prohibit personnel, vehicles, and visitors per employer's or customer's needs.
- Provide perimeter security during non-show times and when required by Employer.
- Routinely inspect doors and other entry ways to ensure doors are locked when required.
- Anticipate, identify, prevent, and otherwise take appropriate measures to protect against criminal activity or behaviors contrary to established building rules or security procedures.
- Assist in the evacuation of the building during fire drills and emergency situations.
- Act as a complainant on behalf of the Employer in matters before criminal and administrative tribunals.
- Perform other duties as assigned.

Qualifications:

- High school diploma or GED required.
- Ability to work flexible hours, including weekends and holidays required.
- 3 years of progressive security experience required.
- NY State Security Guard License required.
- FDNY Certificate of Fitness for Indoor Place of Assembly Safety Personnel (F-03) Preferred.
- First Aid certification preferred.
- Effective written and verbal communication skills.
- Ability to meet all other training, certification, licensing, and other requirements deemed necessary by the Javits Center.

The policy of this company prohibits any employment practice which in any way discriminates or tends to discriminate against any person, employee, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job-related disability, past service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.

In adherence to our commitment to fostering an inclusive and accessible workplace, the Javits Center extends its dedication to providing reasonable accommodations. Candidates requiring adjustments during the application process or employees seeking workplace accommodations are encouraged to liaise with our Human Resources department. Our organization is unwavering in its resolve to ensure equitable opportunities, and a workplace environment characterized by support and fairness for all.