



SECURE FRONTLINE SERVICES

## Job Description – Steward

JOB TITLE:	Steward
LOCATION:	Client Site
RESPONSIBLE TO:	Team Leader
MAIN DUTIES:	<ul style="list-style-type: none"><li>• Attend the Stadium/ event site at given dates and times:<ul style="list-style-type: none"><li>○ Attend the pre-event briefing</li><li>○ Undertake pre-event and post-event stand checks.</li><li>○ Be responsible for the safety and comfort of spectators</li><li>○ Monitor entrances, exits and other key safety points</li><li>○ Assist in the prevention of overcrowding</li><li>○ Control and direct spectators entering/ leaving the Stadium/ event site.</li><li>○ Ensure that gangways and exit/evacuation routes are kept clear.</li><li>○ Identify and investigate any incident or occurrence among spectators (including any breach of the Ground Regulations), reporting findings to a supervisor.</li><li>○ Remain at allocated post as instructed unless authorised or ordered to do otherwise by a Supervisor</li><li>○ Undertake specific duties in an emergency or as directed by the Safety Officer, Deputy Safety Officer or the appropriate emergency services officer</li></ul></li><li>• Admin:<ul style="list-style-type: none"><li>○ Incident reporting/ recording</li><li>○ Give feedback to SFS about incidents/issues</li></ul></li><li>• Health and Safety duties:<ul style="list-style-type: none"><li>○ Cooperate with managers on health and safety matters</li><li>○ Not interfere with anything provided to safeguard their health and safety</li><li>○ Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.</li><li>○ Report all H&amp;S concerns to an appropriate person</li><li>○ Use the safety equipment or clothing in a proper manner and for the purpose intended</li><li>○ Work in accordance with any H&amp;S instruction/ training</li><li>○ Not to undertake any task for which they have not been authorised for and for which they are not adequately trained</li></ul></li></ul>