

**JOB TITLE**                      **Event Steward**  
**(no SIA Licence Required)**

**REPORTING TO**                **Security Manager**

### **Role**

After 20 years of outsourcing stewarding Grandstand Stoneleigh Events (GSE) is creating its own inhouse stewarding team. We are looking for candidates that can offer high quality concierge style service to our clients and visitors

GSE is due to deliver 260 events this year ranging from meetings and conferences to National Sporting Events and International Exhibitions.

### **Duties and Responsibilities:**

Working from the car parks and throughout the venue you will be our ambassadors at events for visitors, a vital part of their experience and overall success of the day. A helpful concierge style is needed as part of the customer focussed approach.

- Act as an initial point of contact
- Oversee the safety of visitors
- Monitor access to the premises and visitors
- Meeting the requirements of health and safety policies and practices
- Reporting incidents and anti-social behaviour
- Effective recording of information
- Implementing policies and procedures to ensure effective service delivery
- Advises management promptly of any signs of problems or concerns
- Reporting repairs to maintenance contractors by using appropriate systems

### **Hours & Flexibility**

Full flexibility will be offered by a zero hour contract, but with 260 events many of them large multiday events there will be work to suit.

### **Skills and Experience**

#### **Essential**

- A full five-year checkable employment history;
- Excellent customer service skills;
- Excellent communication skills are required both written and verbal.
- Have a good level of judgement professionalism.
- Physically & medically fit
- Be of smart appearance
- Enthusiastic and willing to develop new skills

Full Training is available.

### **To apply**

Please contact [talk-to-us@stoneleighevents.com](mailto:talk-to-us@stoneleighevents.com)

NAEC Stoneleigh  
Job Description – Event Steward

