



GET FRESH WITH US

JOB DESCRIPTION

Job Title: Loss Prevention Officer

Purpose of Role: To patrol and safeguard Hurley's Marketplace ensuring that employees and customers are provided with a safe environment in which to work and shop.

Reports to: Loss Prevention Assistant Manager/Store Operations Manager

Key Responsibilities and Objectives:

- Monitoring of Hurley's Marketplace in person and through video surveillance. This also includes the overseeing of fire alarm systems and other security monitoring systems;
- Ensure Personal Protective Equipment (PPE) are worn by employees while conducting duties. (must addressed).
- Report any misuse of company's equipment such as, (Lifters, Trolleys etc.)
- Documenting actions and incidents as and when they occur;
- Complete required shift reports and maintain confidentiality of all security documents.
- Observe, notice and report any unusual circumstances such as gas leaks (Report Immediately).
- Create trust amongst employers and customers alike;
- Stop, deter or thwart actions by persons to damage, steal HMP property or conduct illegal activities;
- Detain suspects until police respond;
- Contact emergency services, such as police, fire ambulance etc with urgency and provide accurate and coherent information to support their response and resolution of the situation;
- Conduct monthly check of Fire Extinguishers, report any unusual findings or defects of such so we can resolve the issue.
- Assist external tradesperson called for repairs giving them access and other appropriate help;
- Maintain communication with the Human Resources Department/Store Manager for any personnel issues including injuries, disciplinary action and any recommended terminations or Department moves;
- Implement and maintain effective fire and safety programs within the store;
- Abide by all company policies as stated in the Employee Handbook;
- To undertake any reasonable project or tasks assigned by the Store Manager/Board of Directors.
- Check and replenish first aid supplies (if any), at all department station. Make a log of what's needed.

What we're looking for

- Strong communication skills
- A history of thriving in stressful situations
- A team-first attitude
- A gift for paying attention to the smallest details
- To have a good recognition.
- Must be computer literate.
- First Aid Certified is a plus
- Basic Knowledge Fire Fighting (Certificate)-if obtained
- Private Security Regulations Authority (PSRA) License or have worked in a similar position.

The impact you'll make

Under your watchful eyes and protective instinct, this goes far beyond basic. Because of you, our customers can come and go freely without worry. Your dedication to safety and security provides the customers the same sense of security as they feel in their own home.

I have read this written JOB DESCRIPTION for the position for which I am applying. I understand the KEY RESPONSIBILITIES AND OBJECTIVES of the position. I am able to perform the KEY RESPONSIBILITIES with or without an accommodation. If I require an accommodation to perform the KEY RESPONSIBILITIES, I will discuss the appropriate accommodation(s) with the Company.

This document is intended to serve as a general overview of the position. Hurley's Group reserve the right to modify any condition of employment in whatever manner we believe to be appropriate based on changes in legal requirements, business conditions, market factors or other relevant factors. This is not in any way an employment contract.

Signed:

Date: