Security Guard

DEPARTMENT: Health & Security
REPORTS TO: Healthy & Safety Supervisor

IMPORTANT JOB DETAILS:

JOB SUMMARY:

Family Gateway's Security Guard is responsible for the safety of guests, staff, volunteers, and other visitors at our locations.

JOB DUTIES/RESPONSIBILITIES:

- Patrolling and monitoring activities on the premises regularly to ensure the environment is safe and secure.
- Controlling the entrance and departure of employees, visitors, and vehicles according to protocols.
- Monitoring surveillance cameras to watch out for any disruptions or unlawful activities.
- Providing detailed reports on daily activities and any incidents that may have occurred to management.
- Using provided communication devices in a clear and concise manner.

SUPERVISORY RESPONSIBILITIES: _____ Yes _____ X No

QUALIFICATIONS:

- Excellent knowledge of security protocols
- Ability to operate security systems and emergency equipment
- Exceptional interpersonal skills
- Advanced verbal and written communication skills
- Ability to work alone or as part of a team
- Ability to solve problems as they arise
- Attention to detail
- Ability to react appropriately in stressful situations

WORKING CONDITIONS:

This position is subject to the Fair Labor Standards Act. Full time position is Monday - Friday from 3 to 11pm. Part-time positions are available on the weekends. Applicants should be able to work in a cooperative team atmosphere, function smoothly under stress, and possess excellent communication and organizational skills.

To apply, please send your resume to jstanfield@familygateway.org.