

POSITION: Security Officer (Unarmed)

JOB TYPE: Part-time (Days/Nights/Weekends)
1st and 2nd Saturdays (6am-2pm), and
3rd and 4th Sunday's (2pm-10pm)
*Fill in as needed
Non-Exempt

COMPENSATION: \$12.92 per hour

Description:

The Unarmed Security Officer serves as an integral part of the Trustee/Facilities team that ensures safety and security for staff, members, and guest.

Job Responsibilities

- Patrol premises to prevent and detect signs of intrusion, fire, theft, vandalism, and illegal/prohibited activities on campus
- Monitor entrance and departure of employees, members, and guest
- Main a high level of visibility at all times
- Answer alarms and investigate disturbances
- Respond to all on-campus emergencies
- Control access to all buildings
- Assist other departments as needed
- Works any shift or post as needed. Available on twenty-four hour basis as needed for emergencies
- Makes out all necessary (readable) written reports related to assignments and keeps a record noting any unusual events. Summons help as needed
- Cultivate a spirit of cooperation and teamwork throughout the Church

Position Requirements and Skills

- High School Diploma or GED
- Two (2) years of previous security, law enforcement or prior military (honorably served)
- Valid Georgia driver's license
- Experience in using Microsoft Office
- Requires tact and judgment in exercising duties
- Must be regular in attendance and demonstrate good work ethics
- Strong communication skills (written and verbal)
- Ability to communicate with staff, members, and guest in a professional and courteous manner
- Motivation and commitment to work independently and be self-directed
- Successful completion of prescribed security training and certification within 90 day period (CPR, First Aid, Basic Security Procedures, etc.), and recertification each year thereafter
- Demonstration of Godly character
- Ability to pass a background check and drug test

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is frequently required to stand; walk; sit; reach with hands and arms; run, climb, or balance; and stoop, kneel, crouch, or crawl. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.