Job Posting
October 6, 2020

POSITION
Security Guard

EMPLOYMENT TYPE
Regular PT – 15-20 hrs/wk

SALARY
$15.00/hr

REPORTS TO
Program Supervisor

ESSENTIAL DUTIES AND RESPONSIBILITIES
Security guard is responsible for ensuring the safety of the people and property where the program. Essential duties and responsibilities include:

- Ensure that participants and staff who enter the building are properly identified.
- Register all visitors and direct them to the reception desk for assistance.
- Ensure that minors do not exit the building unaccompanied by their parent/guardian, authorized person or staff member.
- Conduct a visual safety check of everyone entering and exiting the building and perform safety search if necessary.
- Regularly patrol the building to ensure safety.
- Report unusual activities to the Director of Operations.
- Ensure the safety of all program participants and staff at all times.
- Intervene when violent verbal and/or physical confrontations occur and properly report the facts in writing to the supervisor.
- Maintain log books of all incidents and property damage.
- Ensure all Exit doors are secure at the beginning and end of each shift.

COMPETENCIES
- Bilingual in English and Spanish a plus.

EDUCATION EXPERIENCE
- High School Diploma required;
- Previous experience in relevant field preferred.

APPLICATION DEADLINE
On going

SUBMIT RESUME TO
Kendra Doshi, Business Manager
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Please indicate “Security Guard Position” in email subject line