

POSITION TITLE: Security Guard

REPORTS TO: Security Supervisor

FLSA: Non-Exempt

SALARY: \$17/hour

Job Overview: Periodically patrols buildings and grounds, completes written surveillance documentation/reports. Ensure the security, safety and well-being of all tenants, visitors and the premises. Will work four, 10 hour shifts from 3:30 pm - 2:00 AM. Some holidays.

Responsibilities:

- Identify potential security risks, emergencies and provide assistance accordingly
- Follow JHC protocol for various initiatives, including fire prevention, theft, damage to property, illegal dumping
- Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment and access points; permitting entry. Report any suspicious activities.
- Complete incident reports and required documentation for all security incidents
- If occasion arises assure visitors have proper credentials for accessing buildings. Unlock doors for tenants who present appropriate JHC identification
- Assist employees and visitors with any concerns they might have
- Escalate emergency situations to law enforcement as needed
- Provide excellent customer service to tenants
- Available to work overnight shifts, rotation for holiday coverage and weekends

Qualifications for Security Officer:

- High school diploma or general education degree (GED) required
- Must have at least 5 years of driving experience
- Ability to pass pre-employment background checks
- Good customer service and interpersonal skills
- Ability to stay level headed and respond quickly in stressful situations
- Proficient written and oral communication skills
- Comfortable kneeling, carrying, bending, walking, and standing for extended periods of time
- Ability to perform continuous physical exertion as needed

Environmental: Work inside and outside, lots of walking, climbing, standing, ability to go up and down stairs, exposure to elements, some lifting

Other Requirements: Must have and maintain a valid Michigan driver's license. Must have reliable transportation. The ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to get along with other employees, tenants and members of the public.

Equal Opportunity Employer

Job Type: Full-time with medical, dental, vision, prescription, life insurance, 15 paid holidays, STD/LTD and pension

Pay: \$17.00 per hour

CDC COVID precautions are in place.