



POSITION: Security Officer

REPORTS TO: Pantry Manager

COMPENSATION STATUS: Part-time, hourly

HOURS: Monday – Thursday 10:00a – 3:30p, Friday 10:00a- 2:00p.

POSITION PURPOSE:

The primary purpose of this position is to provide security for the agency and to give oversight to any additional contracted security for the agency. The Security Officer will be responsible for ensuring all participants coming to Together to utilize its services as well as all guests that visit Together will conduct themselves appropriately to ensure a safe environment for all. The Security Officer will also be responsible for monitoring the exterior of Together, including the parking lots and community gardens (as applicable, depending on location) to ensure safe surroundings. Secondly, and as time allows, the Security Officer may engage in supporting Choice Pantry operations.

ESSENTIAL JOB FUNCTIONS:

- Provide security to ensure a safe environment for all.
- Provide oversight to contracted security.
- Monitor the exterior areas through both walking these areas as well as reviewing the live feeds from the cameras.
- Monitor the parking lots and provide traffic control duties as needed.
- Maintain a strong presence in the lobby area.
- Excellent customer service and strong interpersonal skills; ability to engage a diverse group of people, team members and volunteers.
- Serve as the first contact to individuals visiting Together who are highly disruptive and/or threatening.
- Discern when use of de-escalation methods or force is needed in crisis situations.
- Complete training in proper use of pepper spray and handcuffs for community protection.
- Call 911 when needed and serve as the primary contact for all security/safety interactions involving the police/fire/ambulance.
- Notify the Manager of any security- and/or safety-related concerns.
- Serve as the resource to any security-related questions.
- Provide support to the front desk.
- Perform other duties as requested.

PHYSICAL REQUIREMENTS:

- Hearing and vision must be correctable to normal ranges.
- Must be able to stand for majority of the day, with significant amounts of walking throughout day.
- Must be able to withstand seasonal outdoor conditions for periods of time.
- Must be able to respond quickly on foot to emergency situations.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

- High school diploma or equivalency.
- 1-3 years previous experience in security.
- Knowledge and experience in use of de-escalation methods with others preferred.
- Valid driver's license and history of safe driving.
- Experience, ability, and sensitivity in serving people with different cultural and socioeconomic characteristics.
- Ability to work cooperatively in a team environment.
- The ability to stay calm and handle crisis situations when they arise.
- Ability to operate office equipment and computers.

NOTE: The above statements are intended to describe the general nature of work being performed by people to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

If interested in this position, please submit a resume to:

Rebekkah Roberts
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