



General Security

Summary: The responsibilities of this position include staffing positions as instructed and serving as a general security presence and visible deterrent to crime and patron rule infractions; which may be a threat to the property, patrons or employees at our facility. Prompt response to all incidents, accidents and medical emergencies. Responding to emergencies, such as medical and bomb threats; and to alarms, such as fire and intrusion by following proper emergency response procedures.

Qualifications:

- Previous security experience of a minimum of one year in a large or institutional facility and demonstrated work performance.
- Physical capacity required to perform the job including ability to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Availability to work night, weekend and holiday shifts as necessary.
- Reliable transportation required.
- Veterans preferred.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Ability to communicate effectively both orally and in writing for the purpose of public interaction and report writing.
- Must be able to use a computer for basic functions.
- Ability to maintain satisfactory attendance and punctuality standards, show up on time and properly complete shift assignments (including overtime, if assigned) with or without reasonable accommodation.
- Neat and professional appearance, ability to come to work in complete and clean assigned uniform.
- Friendly and professional demeanor.
- Ability to provide quality customer service.
- Ability to handle routine and crisis situations calmly, efficiently, and effectively.
- Understands and successfully executes his/her post orders including enforcement of patron and company policies, rules and regulations.

Job Requirements:

- Must be at least 18 years of age or older as required by law.
- Must have a high school diploma or GED.
- At least one verifiable employer.

- No felony convictions.
- Authorized to work in the United States.
- Willingness to work outdoor positions in inclement weather.

Compensation: Please send compensation requirements. Overtime & holiday pay opportunities available where applicable.

Important Note: The information contained in this job description is intended to outline the general nature and scope of work being performed by an employee assigned to this position. It is not intended to be construed as a contract, or as an exhaustive list of all responsibilities, duties and capabilities required of a person employed in this capacity. Job Descriptions are subject to change at the discretion of the Long Center. The Long Center is an EO Employer.

To Apply:

Please email cover letter, resume, references and salary requirements (salary requirements must be included to be considered for this position to: spatterson@thelongcenter.org. **No phone calls please.**