

Job Title: Security Officer
Department: Administration
Reports To: Director of Programs and Services

FLSA Status: Non-Exempt
Prepared Date: August 2017

All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

Position Summary:

The Security Officer is responsible for providing security at the Mercer Island SJCC property.

Essential Duties and Responsibilities:

- Monitor the SJCC property, including inside SJCC buildings throughout the day, ensuring visibility by members/guests.
- Patrol building and grounds routinely.
- Wear (and maintain) security uniform (provided by the SJCC).
- Assist Welcome Desk, when requested, with controlling access to/from the building and verifying member status.
- Responsible for making sure first aid kits, evacuation bags and emergency stations supplies are current and replenished.
- Responsible for reviewing and updating Standard Operating Procedures and suspicious behavior log on a regular basis.
- Communicate security needs with Executive staff and coordinate additional security for events.
- Ensure adequate security coverage when absent.
- Assist with emergency response plan and related activities.
- Perform work on nights and weekends.
- Other duties as assigned.

Supervisory Responsibilities:

This position does not have supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

High school diploma or general education degree (GED); or one to three months of related experience and/or training; or equivalent combination of education and experience.

Previous experience and/or current skills must include: demonstrated effective verbal and interpersonal communication skills; customer-service orientation with specific strength in diplomacy; demonstrated ability to work effectively, both independently and as part of a team.

Certificates and Licenses:

Current certification and licensure for weapons required.

Computer Skills:

There are no computer skills required for this position.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Skills:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to the carrying out of instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands and Work Environment:

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk, walk, stand, and hear. The employee may occasionally be required to stoop, kneel, bend, crouch, run, and reach with hands and arms. The employee may carry materials weighing up to 25 pounds on occasion.

Environmental Conditions: The work is typically performed in an office, fitness center, or classroom environment, with a moderate noise level. Working conditions may occasionally include work near moving mechanical parts; wet, humid conditions (non-weather); work in high precarious places; fumes or airborne particles; toxic or caustic chemicals, outdoor weather conditions, and risk of electric shock.