



## **POSITION SUMMARY**

**Title:** Security Guard

**Reports to:** Security Manager

**Department:** Operations

**Status:** Part Time

**Pay Rate:** \$15 per hour

### **Overall Responsibilities:**

Security guards are responsible for patrolling the facility, man a post, provide security presence and enforce the institutions rules and regulations. The guards will be responsible for working closely with the security manager in all facets of security and safety.

### **Primary Responsibilities:**

- Communicating and interacting with the general public at all levels.
- Assist in keeping a safe and secure facility through good security and customer service practices.
- Ability to maintain satisfactory attendance and punctuality standard.
- Neat and professional attire.
- Friendly and professional demeanor.
- Candidate must be able to deal with client complaints and concerns in an amicable and courteous manner.
- Assists staff with unit counts on a daily basis and during special events.
- Providing guidance and leadership during emergency situations.

### **Requirements:**

- One – Two years' experience as a security guard
- 8 Hour & 16 Hour Security Guard certification a must
- Bilingual Spanish/English a plus
- Must be flexible, intellectually alert, and able to command the respect and confidence of staff, philosophically committed to the objectives of the institution.
- Ability to work nights and weekends, appropriate to institution needs.
- HS Diplomas/GED from an accredited school
- Ability to obtain certification for training such as Fire Guard Certification (F-03), CPR, and First Aid.



**How to Apply:**

Please forward resume along with cover letter to [wsoto@elmuseo.org](mailto:wsoto@elmuseo.org) with SECURITY GUARD and first name and last name in the subject line. No telephone calls, please.

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