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| Job Title: | Security Guard | FLSA Status: Non-exempt |
| Reports To: | Security Guard Supervisor | FTE: Full Time Hourly |
| <u>Department:</u> | External Affairs/Community-Wide Security | |

PURPOSE

The security Guard works to provide a safe environment, secure from outside threats for staff and guests of the Jewish Federation of Cleveland. Participates in mobile or foot patrols at and around other agencies, synagogues, schools and pre-schools within the Greater Cleveland Jewish Community. He or she anticipates potential problems and reacts to disturbances, prohibited conduct and emergencies. These duties are performed either while assigned to a Mobile Patrol/Foot Patrol Unit or to a stationary post. This position reports to the Security Guard Supervisor.

ESSENTIAL JOB FUNCTIONS

AT JEWISH FEDERATION OF CLEVELAND

- Provides visual security presence.
- Secures premises and personnel by patrolling property, inspecting outside building, vehicles, equipment and access points.
- Prior to opening the building, patrol entire perimeter of building to identify any suspicious persons, vehicles or objects that could pose a threat to staff, visitors or facility property.
- Greets and admits approved guests for entry in a courteous and professional manner.
- Monitors cameras and access control to screen individuals and prevent passage of prohibited items into restricted areas.
- Checks purses, backpacks and bags for suspicious items when necessary.
- Remains in the building at all times staff and guests are present.
- Warns persons of rule infractions or violations and apprehends or evicts violators from the premises using objectively reasonable force as necessary.
- Conducts a security sweep of the building interior prior to closing ensuring no one remains in the building.
- Provides security for after-hours events at the Jewish Federation Mandel building or events sponsored by the Federation at other locations as necessary.
- Gets familiar with and understands the Emergency Action Plan and evacuation procedures of the location where assigned and carry out emergency procedures as necessary.
- Contacts police, fire or emergency management services in cases of emergency such as fire, injury, sickness or presence of unauthorized persons or unusual occurrences posing risk to persons or property. Relays all

ESSENTIAL JOB FUNCTIONS (cont.)

information to JFC Security LLC immediate Supervisor or other JFC Security Supervisors in a timely manner.

- Alerts employees and visitors within the building to an emergency situation by sounding alarms, public address announcement or issuing verbal commands.
- Complies with all training and safety requirements established by JFC Security LLC.
- Capacity to effectively supervise other JFC LLC Security personnel when assigned.
- Completes post reports utilizing JFC Security LLC's computer based reporting system recording observations, information, occurrences and surveillance activities.
- Provides timely and accurate reporting to JFC Security LLC Supervisors of security concerns that he/she becomes aware of.
- Gets familiar with and understand Federation's Emergency Action Plan.
- Ensures operation of security equipment by following manufacturer's care and instructions; troubleshoot malfunctions; notify personnel through proper channels of repairs needed; evaluate new equipment and techniques.
- Remains alert and watchful during assigned duty hours.

MOBILE/FOOT PATROLS

- Provides a visible security presence while patrolling assigned zones in a Mobile Patrol Unit or on foot assigned to a stationary post.
- Responds to all calls for service as assigned by dispatch and/or a JFC Security LLC Supervisor.
- Operates Mobile Patrol Vehicles in a safe and lawful manner at all times.
- Contacts police, fire or emergency management services in cases of emergency such as fire, injury, sickness or presence of unauthorized persons or unusual occurrences posing risk to persons or property. Relays all information to JFC Security LLC immediate Supervisor or other JFC Security Supervisors in a timely manner.
- Completes all reports/logs documenting activities of assigned tour of duty.
- Completes field reports utilizing JFC Security LLC's computer based reporting system recording observations, information, occurrences and surveillance activities.
- Provides security for after-hours events at the Jewish Federation Mandel building or events sponsored by the Federation at other locations as necessary.
- Remains alert and watchful during assigned duty hours

JOB QUALIFICATIONS

- High School diploma or equivalent.
- Valid OPOTA certificate or equivalent.
- Maintain licensure to carry a firearm in accordance with the Law Enforcement Officers Safety Act (LEOSA).

- Maintain licensure to carry a firearm in accordance with the requirements of the State of Ohio's Private Security Guard Licensing program.
- Must possess a valid Ohio Driver's License with acceptable driving record.
- Minimum of ten (10) years' experience in a security position where individual has been required to carry a firearm.
- Able to work a flexible schedule including evenings and weekends at varying locations as assigned.
- Professional demeanor and appearance
- Good judgment and decision-making.
- Strong verbal communication and interpersonal skills.
- Ability to work independently while being firm, tactful and impartial in all decisions.
- Past supervisor experience within a law enforcement agency a plus but is not required.
- Ability to run, walk, stand or sit for extended or intermittent periods of time.
- Clear sighted – near and far – ability to see details at close range and at a distance.
- Auditory attention – ability to focus on a single source of sound in the presence of other distracting sounds.
- Safety and security – knowledge of relevant equipment, policies, procedures and strategies to promote effective security operations for the protection of people, data, property and institutions.