



Job Title:	Security Guard; Pre-Schools/Synagogues	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; Pre-Schools/Synagogues, works to provide a safe environment, secure from outside threats, for all staff, students, congregants and visitors of the location to which they are assigned. He or she anticipates potential problems and reacts to disturbances, prohibited conduct and emergencies. This position reports to the Security Guard Supervisor.

ESSENTIAL JOB FUNCTIONS

- Provides visual security presence.
- 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.
- Warns persons of rule infractions or violations and apprehends or evicts violators from the premises using objectively reasonable force as necessary.
- Gets familiar with and understands the Emergency Action Plan and evacuation procedures of the location where assigned and carries 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 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.
- Provides security for after-hours events at the Jewish Federation Mandel Building or events sponsored by the Federation at other locations, as necessary.
- Completes reports utilizing JFC Security LLC's computer based reporting system recording observations, information, occurrences and surveillance activities.

ESSENTIAL JOB FUNCTIONS (cont.)

- Provides timely and accurate reporting to JFC Security LLC Supervisors of security concerns that he/she becomes aware of.
- Ensures operation of security equipment by following manufacturer's care and instructions; troubleshoots malfunctions; notifies personnel through proper channels of repairs needed; evaluates new equipment and techniques.
- 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.