

+++EMPLOYMENT OPPORTUNITY+++

CHURCH SECURITY OFFICER



Location: St. Timothy Community Church
Location: Gary, IN 46404
Reporting To: Lead Security Officer
Direct Reports: N/A
Employment Status: Hourly, Part-Time
Compensation: \$13 - \$15



Schedule: Flexible schedule (Monday – Friday with Weekend Availability)

INTERESTED PARTIES MUST SUBMIT A RESUME TO: applysttimothy@gmail.com:

Main Purpose of Job:

This position is responsible for the safeguarding, and security of assets, personnel, members and all visitors of the church.

Duties/Responsibilities:

- § Open church as scheduled.
- § Secure the church by checking doors, lights and ground area on a regular basis.
- § Complete report after the shift of any issues or concerns rounds that surfaced.
- § Assist members, staff and visitors as appropriate.
- § Notify police as needed.
- § Make office aware of hazards.
- § Must wear appropriate security attire
- § Other duties as assigned.

Qualifications/Education:

- § High school diploma or equivalent.
- § Must be able to work inside and outside the property with exposure to inclement weather and unpredictable crisis situations.
- § Must be able to work varied shifts.
- § Ability to communicate effectively both orally and in writing with staff and the public.
- § Understand and follow standard operating procedures.
- § Perform duties in a professional manner and appearance.
- § Write and investigate required reports.

Experience:

- § Have one to three (1 to 3) years of previous experience in security is preferred.
- § Possess a good working knowledge of security operations, safety practices in a business environment.
- § Must be at least 21 years of age.
- § Must be detailed oriented and have excellent literacy and writing, documentation, communications and interpersonal abilities.

Physical Requirements:

The physical demands described here are representative of (many of the positions) those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may be required to use hands and fingers to handle or feel; reach with hands and arms; and talk and hear. The employee may be frequently required to stand; walk and stoop, kneel; crouch or crawl. The employee may be occasionally required to sit and climb or balance. The employee may regularly lift and/or move up to ten pounds, frequently lift and/or move up to fifty pounds, and may occasionally lift and/or move more than one hundred pounds with assistance. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.