

**Job Title: Security Guard (with Facility Support)**

**Department: Operations**

**Reports to: Chief Operating Officer**

**Effective Date: January 2024**

**Job Summary:**

The security guard ensures a safe and welcoming environment for members and visitors. In addition to maintaining the security of the property, this person will also provide facility assistance.

**Duties/Responsibilities:**

Security:

- Wear security vest and be visible in lot when guests are entering and exiting the property
- Welcome guests with full attention
- Manage traffic flow through parking lot as needed
- Regularly patrol premises (parking areas and building)
- Examine doors, windows, gates to ensure they are secured
- Ensure building is empty, secure and lights are off, etc. upon terminating shift

Facility:

- Ability to lift or move tables and chairs as needed to set up/break down rooms as required
- Check to make sure bathrooms are fully stocked, replace items as necessary
- Ensure garbage is emptied and bags are replaced in rooms that were utilized
  
- Other duties as assigned

**Required Skills/Abilities:**

- Ability to work on Sundays, Friday evenings and/or Saturdays for events and meetings as needed
- Excellent knowledge of security protocols
- Ability to operate security systems and emergency equipment
- Exceptional interpersonal skills
- Advanced verbal and written communication skills
- Ability to work alone or as part of a team
- Ability to solve problems as they arise
- Attention to detail
- Ability to react appropriately in stressful situations

**Education and Experience:**

Substantial related experience required.

If interested, please contact [careers@ahcc.org](mailto:careers@ahcc.org).