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 with SECURITY GUARD and first name and last name in the subject line. No telephone calls, please.

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