

Edlavitch Jewish Community Center of Washington, DC (“EDCJCC”)

Job Description

Position: Security Officer

FLSA Status: Non-Exempt/Hourly

Hours: Part Time B, (16 hours/week)

General hours of work: Part-time 7:00 AM to 3:30 PM Saturdays and Sundays, and possibly additional hours, as needed.

Supervisor: David Grogan, Director of Security

Scope: Protect staff, members and visitors in the buildings and grounds (including parking lot), open and close the building, enforce rules and regulations related to safety and security, in accordance with the emergency response plan and other relevant policies and procedures. The primary goal is the identification and prevention of situations which may pose a risk to people and property.

Responsibilities include, among others:

- Conduct visual patrol inside and outside the building.
- Observe unusual behavior inside and outside the building; report and notify as needed.
- Monitor and control access to buildings via metal detectors, cameras, badging, other surveillance
- Direct foot and vehicular traffic; drop off and pick up by preschool parents, film/theater patrons and others
- Prevent unauthorized access by people and vehicles
- Check and/or scan all incoming packages and mail, search personal bags/purses as needed
- Escort personnel in and out of the building
- Respond to any type of alarm – fire, evacuation, lock-down, etc.
- Document incidents, such as thefts, accidents (staff or visitors), etc.
- Participate in training via the web or in person, as condition permits and comply with course examination deadlines.
- Certify and serve as on-site Alcohol Manager; must recertify every 2 years.
- Maintain current CPR/AED certifications as needed.
- Other duties as assigned.

General Rules of Conduct:

Behave in a mature, appropriate manner.

Do not discuss any security incident with staff, members, or visitors unless you are asked to by the Director of Security or another manager. Protect the privacy of those involved.

Maintain a clean and professional appearance.

Build appropriate relationships with staff, members, and visitors, exhibit positive and professional behavior.

Must be able to sit and stand for long periods of time, walk, run, be outside in all types of weather.

Knowledge/Skills/Abilities:

Decision Making / Problem Solving - Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Communication - Expresses information to individuals or groups effectively, makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Planning - Evaluating - Organizes work, sets priorities.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces well-written information.

Security Technical – Relevant Knowledge of the laws, regulations, and guidelines related to securing personnel and facilities, including the requirements for proper reporting of security incidents.

Experience in security or law enforcement preferred.

To Apply: Send your resume to dgrogan@edcjcc.org

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