

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

Job Posting

Position: Security Officer (Unarmed)

FLSA Status: Non-Exempt/Hourly

Hours: Part Time B, (20 hours/week)

Rate: \$20 per hour

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

Supervisor: Chief Financial and Administrative Officer

Scope: This is an onsite role to 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.

Qualifications:

- High school diploma or equivalent required.
- Minimum 2-3 years of experience in security, military and/or law enforcement.
- Customer service experience is a plus.
- Must pass FBI fingerprinting and criminal background check.

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.
- May certify and serve as on-site Alcohol Manager; must recertify every 2 years.
- Maintain current CPR/AED certifications as needed.
- Other duties as assigned.

Security Officer Job Description – Continued

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 CFAO, CEO, 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.

Must be reliable by arriving on time for assigned shifts, providing ample notice for unanticipated absences, responding timely to calls, texts, and emails.

Personal cell phone use should be limited to break times, with phones set to silent or vibrate mode during working hours, and only used for urgent personal calls or emergencies, to prioritize work tasks and maintain professionalism and productivity at your assigned security post.

Knowledge/Skills/Abilities:

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, listens to others, attends to nonverbal cues, and responds appropriately.

Technology – Reliably enters hours worked daily using the ADP WorkforceNow app. Monitors and responds timely to emails and texts regarding work schedules and assignments.

To Apply: Send your resume to cwinters@edcjjc.org