

Los Angeles Mission, Inc.
Job Description

Job Title: Security Officer
Department: Security
Reports To: Security Manager
FLSA Status: Non-Exempt
Prepared By: Human Resources Department
Prepared Date: September 2019

SUMMARY:

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities. Provides clerical support and assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Provide excellent customer service.
- Search guests as they enter the building either through a walkthrough metal detector, handheld metal detector and/or a basic pat-down search.
- Complete reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Ability to analyze situations to define issues and draw conclusions.
- Ensure the security, safety, and well-being of all personnel, visitors and the premises.
- Remain in compliance with local, state and federal regulations.
- Respond to emergencies to provide necessary assistance to employees, students, volunteers, donors, and guests.
- Report observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, etc.) for the purpose of communicating information to the Security Manager for follow-up action.
- Monitor students, staff, volunteers, donors and visitors during assigned events within a variety of organizational environments (e.g. special events, street events, etc.) for the purpose of ensuring the safety and welfare of students, staff, donors, celebrities, volunteers, and visitors.
- Control vehicle access through vehicle access gate. Ensure visitors, donors, and volunteers are authorized.

- Ability to react to emergencies and talk down, restrain or arrest the person(s) that may display unruly and or violent acts.
- Report safety hazards, malfunctioning equipment and other such matters to appropriate personnel.
- Participate in all security training, including but not limited to drills, sessions, courses, updates, and certifications; training areas may include general security and safety, fire, earthquake, evacuation, active shooter, first aid, and other emergencies.

UNIFORM & APPEARANCE STANDARDS

- Hair must be neatly cut and groomed. Hair will be cut short enough or styled sufficiently to ensure that safety risk is not present.
- Refrain from wearing earrings, necklaces or jewelry worn in the nose, eyebrows, lips, tongues, or other extremities while on duty.
- Uniform must be ironed and free from spots, tears or fading.
- Shoes must be non-slip black with black shoelaces and a black sole. Shoes must be a boot type style or dress shoes. Tennis shoes are not acceptable.
- All uniforms must be displaying the Los Angeles Mission patch at all times. Personal clothing that may hinder, hide or impede the ability to visually see a Los Angeles Mission Security patch or badge is not acceptable.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School Diploma or (GED). Two years of related experience. High level of friendly customer service is required. Surveillance equipment experience. Event security operations knowledge a plus. Prior military or law enforcement preferred.

TECHNOLOGY SKILLS:

Computer literacy is required. Must be able to operate Microsoft Word, Microsoft Outlook, and internet-based applications like and internet-based applications payroll systems like Paychex Flex Employee/Manager Self Service Portal, security tour, report system ability to understand surveillance systems search and record. Other business software may be deployed related to job functions.

LANGUAGE SKILLS:

Ability to write reports. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Communicate with various levels of professionals and students.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current California driver's license, Current California state guard card or California state proprietary guard card, CPR first aid required.

LOS ANGELES MISSION EVENTS:

All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

PHYSICAL DEMANDS:

The physical demands described here are representative of 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 is regularly required to sit and talk or hear. The employee frequently is required to walk and climb stairs. The employee is occasionally required to stand, use hands to finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision, color vision, and peripheral vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a disagreeable element such as noise, heat, dust, or cold. An employee may come into contact with irate and irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or be mentally or physically disabled. An employee may be regularly exposed to some risk of communicable disease from guests of the facility, exposure to TB and other respiratory diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LOS ANGELES MISION AN EQUAL OPPORTUNITY EMPLOYER: and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age marital status, veteran status, or disability status, except as allowed by federal statute under Title VII of Federal Civil Rights Act.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date