

# Immediate Opening: Part-Time Security Guard



**EASTMINSTER PRESBYTERIAN CHURCH**  
CHRIST CENTERED | CROSS CULTURAL

## **SCHEDULE:**

- Part-time
- Afternoons/evenings
- Some weekends as needed
- Must be flexible.

## **PAY**

- \$14/hour
- \$2/hour additional for weekends
- Paid sick days and personal hours (after probationary period)

## **RESPONSIBILITIES\*:**

- Greet and interact with all who enter the building. Proactively help visitors by being courteous and respectful, while maintaining focus on providing security.
- Answer all incoming calls and transfer/direct accordingly.
- Be aware of all church functions; review the event schedule at the beginning of each shift.
- Must be aware of special situations, such as restraining orders related to the daycare and maintain current information available in a file.
- Act as a deterrent, stop all unknown people and determine if they need to be in the building. Use good judgment. Do not engage anyone physically unless another guest or employee is in direct danger. Immediately call for help or call 9-1-1 for the police if necessary. Report breaches in security and assists in defining new policies.
- Patrol the building at regular intervals, checking doors and looking for suspicious people and/or activity. Appropriate intervals may be redefined based on circumstances.
- Be present and attentive at the desk except when on rounds, on break, or engaged in a security situation. Do not be distracted. At the end of the day or shift follow lock-up procedures
- Perform other duties as directed by the Director of Security.

## **QUALIFICATIONS\*:**

- High school diploma and security guard or other relevant training/experience required.
- Recently CPR-certified.
- Is physically able to complete duties as assigned; walking entire building including climbing stairs several times daily, ability to run in the event of security breach/emergency.
- Clearances (we will cover the cost and assist with obtaining):
  1. Act 33 (Child Abuse)
  2. Act 34 (Pennsylvania Criminal Record Check)
  3. FBI Fingerprinting Check.

*\*See job description for complete list.*