

MOOSEHEART CHILD CITY AND SCHOOL, INC.

SECURITY OFFICER – part-time

February 7, 2019

various shifts 2nd and 3rd shifts

3 pm – 11 pm, 11 pm – 7 am

Sunday - Saturday

GENERAL SUMMARY:

Provides Security for Mooseheart Child City & School, Inc., Moose International, Inc., and Moose Charities, Inc.

ESSENTIAL JOB FUNCTIONS:

- Patrol Mooseheart campus and grounds to ensure the safety and security of the employees at Mooseheart Child City & School, Inc. and Moose International, Inc., Moose Charities, Inc. and Mooseheart residents and visitors.
- Respond to emergency situations on campus according to Mooseheart policies and procedures.
- Respond to all building alarms. Insure buildings are safe and secure.
- Operate Main Gate (Gate House) when assigned. Open and operate additional gates when necessary and as needed for special events.
- Provide security and traffic control for special activities and events at Mooseheart.
- Conduct checks of Mooseheart perimeter boundaries.
- Successfully complete and maintain required certifications in CPR, First Aid and Fire Extinguisher use and any other training as necessary.
- Document incidents and write reports as is necessary.
- Maintain confidentiality of Mooseheart Child City & School, Inc., Moose International, Inc., Moose Charities, Inc. employees and Mooseheart Child City & School resident's information.
- Perform other assignments as assigned by the Chief of Security and/or the Director of Security or their designees.

MINIMUM REQUIREMENTS:

- Minimum of High School Diploma or equivalent
- Minimum of 21 years or older
- Must possess and maintain valid Illinois driver's license – no suspensions in past 3 years
- Pass background check
- Pass physical examination

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to speak well enough to communicate effectively with all levels of management, employees, members, visitors and residents as well as to discuss issues and respond verbally via radio and telephone
- Ability to see well enough to read reports, instructions, drive a vehicle and observe behaviors
- Ability to hear well enough to hear radio transmissions, handle phone calls and hear instructions
- Body movement or mobility to climb flights of stairs and get in and out of vehicles
- Ability to identify, analyze and solve problems
- Ability to cooperate within a team
- Ability to work under stress and handle multiple tasks simultaneously

WORKING CONDITIONS:

- Constant patrol of campus via automobile in all weather conditions
- Normal office environment (if assigned the gatehouse)
- Occasional standing and walking indoors and outdoors year round in all weather conditions
- Must be able to operate motor vehicle at all times of the day and during all weather conditions
- Work may be stressful in periods of high volume and/or tight deadlines
- Must be physically capable of working all shifts

Please submit letter of interest and resume to the Mooseheart HR Dept.

krife2@mooseheart.org

Deadline: until position is filled