



JOB DESCRIPTION

Position: Security Officer (Armed)

Status: Part-Time (4 - 15 hours week)

Work Days: Sundays, Some Evenings,
Some Saturdays

Reports To: Security Supervisor

Location: Onsite

All candidates will need to have the following:

1. Excellent Reliability
2. Flexible Availability
3. Clean Background
4. Security Experience

Position Purpose/Summary:

The purpose of the **Security Officer** position is to enforce all safety/ security policies and procedures and ensure that the Antioch Baptist Church facility, premises, congregation, guests and vendors are always safe. The Security Officer will perform a variety of security and safety duties and related functions. The Security Officer must have OPATA Firearm Certified Training (20-hour class minimum).

Qualifications:

- A High School Diploma or GED.
- Current/Active OPATA Firearm Certificate.
- Must possess a valid Ohio Driver's License.
- Must be at least 18 years of age.
- Possess good written and oral communication skills; must understand English.
- Sound judgment and decision-making skills.
- Conscientious sense of duty and unquestionable integrity.
- Poised, decisive and calm under pressure.
- Must be in excellent physical and mental condition. Have good eyesight and hearing. Be able to walk for extended periods of time and able to climb and descend stairs.
- Bondable.
- Work well in a team environment.
- Clean Background check.

Essential Duties:

1. **Perform Various Safety Security Functions**
2. **Active Participant of the Operations Team**

Responsibilities:

1. **Performs Various Safety Security Functions**
 - Accept the responsibilities and fulfills the obligations of a security officer by protecting life and property of the church.
 - Follows all Antioch Baptist Church policies and procedures.
 - Open and Close the church facilities as assigned.



- Maintain a safe and secure environment for members, visitors, and staff by continuously patrolling and monitoring the premises.
- Maintains constant surveillance of the assigned areas providing maximum visibility.
- Be familiar with the location and operation of fire alarms and first aid.
- Provide a visual security presence.
- Must be tactful, courteous and helpful, maintaining excellent public relations at all times.
- Continuously survey and patrol the exterior of the principal Church building, adjacent structures, parking lot and grounds, on foot or in a vehicle to prevent theft, violence, vandalism or infractions against the Church.
- Monitor and use modern security systems, equipment and strategies as adopted by the Church.
- Screen and direct visitors and provide information to the Church members, contractors, and community members that are entering the Church or are on Church grounds, for meetings, special events, provision of services, etc.
- Prevent access to restricted areas.
- Take appropriate action in case of fire or of the presence of unauthorized persons either in the Church, adjacent buildings, the parking lot or on the grounds.
- Respond to emergencies until police arrive. Responsible for protecting people from unsafe situations.
- Control traffic by directing drivers to appropriate spaces and/or lots.
- Serve as an escort for those transporting collection contributions to the counting room (Trustee Office) on Sundays and accompany Church personnel to the bank to make a deposit.
- Complete and submit incident reports.
- Complete routine and standardized written reports as required.
- Document problems and report irregularities and maintenance issues, security doors left open, etc., to the Church Administrator or Trustee chair.

2. Active Participant of Operation Team

- Participate in staff meetings, trainings, retreats, as requested.
- Complete routine and standardized written reports as required.
- Performs any other duties assigned by the Security Supervisor or Operations Manager

If this application leads to a conditional offer of employment, you will be subject to pass an extensive employment and criminal background check in accordance with federal and/or state and/or local laws.

All interested applicants should submit letters of interest and resumes to:

Rev. Carla Jo Howlett

Operations Manager

8869 Cedar Avenue

Cleveland, Ohio 44106

revcjhovlett@antiochcleveland.org

216-400-0761

