

SECURITY OFFICER Hourly rate between \$15-\$18hr.

JOB SUMMARY: The overall duty of a Security Officer is to protect a company's property, employees, residents and visitors.

SCHEDULE: 30 hours per week, Sunday through Saturday (rotational).

SUPERVISION RECEIVED AND EXERCISED: Operates under the direct supervision of the Security Supervisor or designated Director from Administration. The Security Officer exercises no supervision over other employees.

SCOPE: The Security Officer must be alert and professional. The Security Officer must also be aware of all visitors to the property and ensure that no inappropriate actions take place.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

- Monitoring surveillance cameras to watch out for any disruptions or unlawful activities - Report suspicious activity, criminal behavior, and security breaches.
- Contacting management and the relevant authorities if a crime is committed or an accident occurs.
- Providing detailed reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Patrolling and monitoring activities on the company's premises to discourage criminals and ensure the environment is safe and secure.
- Using provided devices in a clear and concise manner to communicate with other

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staff, employees, residents, visitors, etc.

- Provide excellent customer service.
- Follow procedures for various initiatives, including but not limited to fire prevention, patrolling premises, communicating via speaker/intercom, traffic control, and accident investigations.

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to work alone or as part of a team
- Ability to solve problems as they arise
- Ability to react appropriately in stressful situations and have emotional control
- Verbal and written communication skills
- Professionalism
- Physical strength and fitness - Must be able to lift 25 pounds at a time
- Prolonged periods of sitting at a desk and viewing monitor screens
- Skill in customer services principles and practices
- Demonstrate ability to work with a diverse population and communicate effectively with a variety of clients and contractors.
- Must be able to prioritize and manage a wide variety of tasks.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The incumbent typically performs in a physically strenuous and demanding job. The Security Officer will have to work in all weather conditions and must be prepared for both extreme heat and cold. The Security Officer must be able to walk and stand for extended periods of time. The Security Officer may be exposed to unpleasant sights and smells. The employee must complete assigned tasks in a timely manner and must have the ability to effectively interact with elderly, disabled residents and the public in a courteous and respectful manner.

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EDUCATION / EXPERIENCE: A high school diploma or its equivalent is preferred. 0-2 years of experience in the field or in a related area. SORA / CPR certifications or other security related licenses preferred- not required. Other combinations of education and experience may be considered in substitution for the minimum qualifications.

LICENSE: Appointees will be required to possess a driver's license valid in NJ, or ability to obtain a New Jersey's driver's license within 60 days of hire.

WORK SITES: All work will be performed at the following APHA properties:

Asbury Park Village
Lincoln Village
Washington Village

Boston Way
Lumley Homes

Comstock Court
Robinson Towers

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