

SECURITY SUPERVISOR Hourly rate between \$20-\$24hr.

JOB DESCRIPTION: The Security Supervisor will oversee facility security to protect all company assets and ensure the safety of people on the premises.

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

SUPERVISION RECEIVED AND EXERCISED: Operates under the direct supervision of the designated Director from Administration. The Security Supervisor exercises supervision over Security Officers.

SCOPE: The Security Supervisor must be alert and professional. The Security Supervisor must also be aware of all visitors to the property and ensure that no inappropriate actions take place. Security Supervisor may also manage and/or implement security protocols related to the storage of confidential information and documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Must be capable of performing Security Officer Work, as needed – see Security Officer Job Description: 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.

- Participating in interviewing, hiring, and training security staff.
- Overseeing the daily workflow, schedules, and assignments of security staff.
- Preparing and conducting training for new hires and current staff including training on workplace searches, drug and alcohol procedures, and related safety and security topics.

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- Conducting regular walk-throughs and security inspections for assigned facilities.
- Handling all interruptions and complaints.
- Coordinating with public authorities such as police or law enforcement officers to facilitate the investigation if an incident requires additional investigation.

REQUIRED KNOWLEDGE AND SKILLS:

- Proactive
- Management and supervisory skills
- Proficient with Microsoft Office Suite or related software
- Verbal and written communication skills
- Professionalism and organizational skills
- Physical strength and fitness - Must be able to lift 25 pounds at a time
- Prolonged periods of sitting at a desk, viewing monitor screens and working on a computer
- Ability to traverse various areas of the facility to conduct inspections and plan security procedures
- 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 Supervisor will have to work in all weather conditions and must be prepared for both extreme heat and cold. The Security Supervisor must be able to walk and stand for extended periods of time. The Security Supervisor 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. 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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