**Security Guard**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

Performs routine and emergency security related tasks which include, but are not limited to, conducting routine and directed patrols of all buildings and grounds of the campus of Westminster Canterbury on Chesapeake Bay, including the areas known as the Villas, the Fish House and its parking lot, the Ocean Shore parking lot, and our Home Health office located at 3181 Shore Drive. Performance of duties also includes taking the necessary steps to secure and open up all areas of the campus as needed for the normal performance of business and to ensure unauthorized persons are kept off the premises. Additionally, respond to medical and other emergency situations. Duties also include conducting minor maintenance functions, and valet services for resident and visitor vehicles.

**RESPONSIBILITIES**

* Know the layout of the various buildings, grounds and parking lots for which they are responsible.
* Know the location and operation of light switches, fuse panels, fire alarm control panels, fire alarm pull stations, fire extinguishers, smoke detectors, and sprinkler control valves.
* Know the location of gauges and machinery in boiler rooms and other mechanical spaces for daily inspections and recording of inspection results. Understand basic operations of boilers, chillers, pumps, and emergency diesel generators to be able to stop and start of equipment in an emergency. Know locations of temperature and pressure gauges in kitchen and mechanical spaces to record daily readings.
* Perform minor maintenance functions, such as (but not exclusively) unstopping toilets, changing light bulbs, connecting television sets and other related functions as deemed necessary by General Services management or other authorized management personnel.
* Relieve Security Dispatcher personnel as needed for breaks or other duties. Must demonstrate a working knowledge of the telephone system, Fire Alarm Panel, and dispatch computers.
* Provide Law Enforcement, Fire Department, and EMS support and assistance as needed in both routine and emergency situations.
* Be familiar with disaster plans for hurricanes, tornados, bomb threats, high tides or flooding, release of poisonous liquids or gas, nuclear contamination or explosion, and other emergencies that may occur.
* Know the procedure for handling and reporting safety violations and mechanical problems. Know the procedure for issuing of parking tickets and booting vehicles. Know the proper procedure and call signs for portable radio communications. Must have normal hearing and be able to talk audibly and be understood on the security radios.
* Know the locations of the telephone numbers of supervisory and key maintenance personnel. Know, understand, and be able to implement the procedures for rescue of personnel/residents trapped in elevators.
* Know and understand the procedures for fire emergencies, fire department arrival and assistance and evacuation of residents and The Hoy Center/Enhanced Services patients if required.
* Know all the procedures and requirements contained in the Security Standard Operating Procedures.

**QUALIFICATIONS**

* High school diploma or equivalent.
* Security experience preferred.
* Have demonstrated an ability to deal with a mature population.
* Current valid driver’s license required. Must be 21 years of age and approved by Westminster-Canterbury insurance company to drive company vehicles and to valet park resident and visitor vehicles as needed.
* Able to assist residents with heavy packages, etc. Must be able to dead lift 50lbs. and walk 50 feet.
* Must be able to climb fourteen stories of stairs in the event of power loss or other emergency when elevator use is not available or permitted.
* Must be able to walk 5 to 7 miles per shift, inside and outside facility, regardless of weather conditions.
* Must have vision correctable to 20/30.
* Must provide valid contact information in order to be able to be reached by the Security Manager for scheduling and/or emergency recall.
* Expected to perform other related duties incidental to the work described herein.
* Must be able to perform CPR/AED functions and will maintain current CPR/AED certification.
* Subject to being required to remain and shelter in facility during inclement weather, i.e. hurricanes, snow storms, etc. to ensure security manning requirements are met around the clock.