**Security Guard- Part Time**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

The Security Guard will perform security related tasks which include, but are not limited to, conducting patrols of all buildings and grounds. Candidates who are CPR and AED certified are preferred, but we will train and provide opportunity for certifications to the right applicant.

**RESPONSIBILITIES**

* Takes the necessary steps to secure and unlock all areas of the community
* Monitors premises for unauthorized people
* Responds to basic medical situations
* Performs minor maintenance functions
* Helps with valet parking of resident and guest vehicles
* Maintains knowledge of the layout of the building, grounds, and parking lots
* Maintains knowledge of location and operation of electrical switches, fuse panels fire alarm control panels, fire pull stations, fire extinguishers, smoke detectors, and sprinkler control valves
* Maintains knowledge of location of gauges and machinery in boiler room and other mechanical spaces for daily recordings
* Understands basic operations of boilers, chillers, pumps, and emergency diesel generators to be able to stop and start of shift in an emergency
* Maintains knowledge of locations of temperature and pressure gauges in kitchen and mechanical spaces to record daily readings
* Relieves front desk personnel as required
* Provides Fire department assistance when summoned
* Maintains current CPR/AED certification and performs lifesaving CPR procedures when required
* Understands and follows disaster plans for hurricanes, tornado, bomb threats, high tides or flooding, escaped of poison gas, and nuclear contamination or explosion
* Understands and follows procedures for handling and reporting safety violations and mechanical problems
* Patrols parking lot and issues of parking tickets
* Understands and uses the proper procedure and call signs for portable radio communications
* Understands and is prepared to use the procedures for elevator rescue operations
* Understands and follows the procedures for fire emergencies, fire department arrival, and assistance and evacuation of residents and HCC/ALC patients if required

**QUALIFICATIONS**

* High school Diploma or GED
* Physically able to perform all aspects of this job
* Able to speak and understand verbal instructions in English
* Good reading, writing, and communication skills
* Organized and detail oriented
* Upbeat and engaging
* Available to work nights, weekends, holidays, and/or special events
* Current VA valid driver’s license required
* CPR and First Aide certification (or must obtain within the first 60 days of employment)
* Able to walk, bend, and lift up to 50 pounds
* Physically able to help with resident evacuation in the event of a fire or other emergency

**BENEFITS**

Limited Benefits for Part-Time Positions

* Scholarship Program for Employees/Family Members
* Employee Assistance Program
* Employee Discounts
* Excellent Advancement Opportunities
* Retirement Plan
* Direct Deposit
* Employee Assistance Program