**Security Supervisor**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

Assesses security needs for community and proposes procedures to Manager. Proposes new procedures to address security needs of Westminster Canterbury. Responsible for the direct supervision, and all personal matters relating to security personnel. Responsible for assisting and ensuring all life safety equipment and systems are fully operational and maintains all documentation for that equipment and systems. Monitors relevant incident reports to identify trends/patterns pertaining to security issues and informs supervisor of issues and concerns. Investigates thefts, vandalism, disturbances, resident falls**/**report findings to manager and other related security issues in accordance with established procedures.

**RESPONSIBILITIES**

* Reviews and updates Standard Operating Procedures semi-annually. Maintains records of required licensing and certifications of security personnel. Ensures timely renewal of licenses and/or certifications of those personnel.
* Develops and Manages Departmental Budget.
* Ensures monthly inspection of fire extinguishers and conducts monthly fire drills in accordance with inspection/drill guidelines. Monthly Eye Wash Station inspection. Ensures weekly fire inspection of fire doors and fire sprinkler system. Ensures Quarterly fire inspection of sprinklers, penetration audit, fire/smoke door inspections, and fire department connection inspection. Logging all reports both written and through Works Hub.
* Schedules Semi-Annual certification fire suppression system, exhaust hood cleaning, inspection electrical equipment auto filters, eye wash station cleaning, and fire blanket inspection.
* Ensures Bi-annual fire damper inspection.
* Follows the procedures for fire emergencies, fire department arrival and assistance and evacuation of residents and HCC/ALC patients if required. Directs subordinates according to these procedures.
* Handles and assist with all safety violations for Westminster-Canterbury. Reports safety violations and mechanical problems according to procedures. Know procedure for handling dinner checklist.
* Develop and train proper procedure for portable radio communications.
* Monitors issuance of parking tickets and takes action in accordance with procedures.
* Overall responsibility for assigning parking spaces for all residents and required to maintain a current spreadsheet with all residents’ vehicle information along with parking stickers.
* Responsible for Valet service to residents, guests when visitor parking is full, and any special event where outside valet service has not been arranged.
* Participates in weekly FYI and other inter-departmental and community meetings as required.
* Responsible for the surveillance cameras operations, maintenance and its recording device. Responsible for access and key control to Westminster-Canterbury. Responsible for reviewing the daily logs of both Key Tracer Machines on a daily basis.

**QUALIFICATIONS**

* High school diploma or equivalent
* Security-related training preferred.
* Knowledge of security and loss control functions and techniques.
* Familiarity with fact-finding and incident reporting techniques.
* Experience in Emergency Dispatch, Safety and Risk Management, preferred. Must have experience as a Team Leader or other experience or have a several years’ experience as a Supervisor.
* The Westminster Canterbury department operates 24/7. This is a full-time position with occasional overtime required. Expected to be on campus during WCCB Inclement Weather declaration.
* First aide/CPR certifications required within 90 days of hire.
* Problem solving and analytical skills in the areas of safety and behavior change are required. Strong interpersonal, verbal and written communication skills in addition to teamwork are also critical for this position.
* Word, Excel, Power Point skills, and Google applications are required.
* Current, valid State of Virginia driver’s license required.
* Must be approved by Westminster-Canterbury insurance company to drive company vehicles.
* Must be able to become certified and maintain certification in Heartsaver AED and Heartsaver First Aide. Must have normal hearing and be able to talk audibly on the radio.
* Requires flexible hours and 24 hours responsibilities as needed.
* Occasionally works outside of Security Welcome Booth, otherwise professional office environment.
* Physical Requirements:
	+ Ability to assist residents with heavy packages, etc.
	+ Must be able to climb fourteen stories of stairs in ten minutes in the event of power loss or other emergency situations that arise.
	+ Must be able to walk 5 to 7 miles per shift, inside community and out regardless of weather conditions.

**BENEFITS**

* Health & Dental Available Day 1 for new employees!
* Dental Insurance
* Life Insurance
* Long-term Disability Insurance
* Medical Insurance
* Short-term Disability Insurance
* Employee Assistance Program
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Employee Discounts
* Excellent Advancement Opportunities
* Scholarship Program for Employees/Family Members
* Tuition Assistance
* Six paid holidays
* Vision