



FACILITY SERVICES (SECURITY)

JOB DESCRIPTION

Part-time, non-exempt. Reports to the Facilities Coordinator.

This is a position that is designed to oversee and be responsible for all security functions. Reports to and receives direction from the Facility Coordinator. Facility Services personnel are required during all non-staff hours (Monday – Friday, 8:30 AM-5 PM). Monday – Friday (4-10 PM), Saturday (8 AM-10 PM), and Sunday (6 AM-10 PM).

RESPONSIBILITIES

- Be familiar with and understand incoming and outgoing shift procedures for each day of week at both Main and DLC sites
- Ensure all individuals or groups sign and fill out the register prior to entering the building
- Report Building maintenance issues via Maintenance Assist application
- Address, document, and report unacceptable behavior of individuals to group leaders and Facilities Team
- Report any abnormalities with planned or unplanned functions/rooms that occur
- Dress in a professional manner. Be professional, friendly, caring, courteous, flexible, and helpful at all times.
- Understand and be proficient using the following software tools
 - ServiceU: Event schedules
 - Envirotrol: Doors and HVAC
 - Onity: Interior door locking/Access Control
 - Maintenance Assist Application: Entering building maintenance issues
 - Google applications
 - Gmail: Receive, send, and locate previous communications
 - Calendar: View and update all Facility Services calendar schedules
 - Google Drive: Locate, view, and follow all Facility Services related documentation
- Be familiar, understand, and be able to correct/report problems with the following Facility systems: elevators, fire alarm panel, main water shut-offs, water leaks, power loss, kitchen appliance use, audio/visual equipment, etc.
- Assist groups with minor setup needs
- Must be able to lift up to 50 lbs
- Must be fluent in English
- Perform other duties as assigned
- Specific daily routines are to be found on-line in the shared “security folder”, as well as the Facilities Manual located at the Main and DLC Facilities desk.

APPLY

Visit pray.org/apply and fill out the application.