



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

SECURITY OFFICER

Department: Administration

Reports to: Director of Security and
Community Properties

FLSA Status: Non-Exempt

Work Status: Full time

About the Organization

The mission of the Milwaukee Jewish Federation (MJF) is to ensure the continuity of the Jewish people, enhance the quality of Jewish life and build a strong unified Jewish community in Milwaukee, in Israel and throughout the world. [Learn more about the Milwaukee Jewish Federation.](#)

Summary/Objective

The Security Officer maintains a safe and secure environment for staff, volunteers and visitors by providing protection and surveillance of MJF premises and properties. Safety and security are critical to the stability and reputation of the Federation.

Essential Functions

Security & Prevention

- Secures premises and personnel by patrolling property, monitoring surveillance equipment and inspecting building, equipment, and access points
- Maintains environment by monitoring, setting and maintaining building security and equipment controls.
- Provides input into and ensures effective implementation of security and emergency procedures, including periodic emergency and crisis management drills
- Manages keycard access system and programs/issues keycards to new employees
- Partners with Reception Desk to manage admission to Milwaukee Jewish Museum and MJF offices and record details of visitors, as needed
- Works with security contractors to schedule and maintain a roster of security coverage for weekly synagogue services, Jewish holidays, and special events.
- Protects stipulated people and locations from harassment, physical confrontations, vandalism, and other forms of abuse or unauthorized treatment.

Incident Response & Reporting

- Develops and maintains report database and other resource tracking systems.
- Completes incident reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Prevents losses and damage by reporting irregularities, informing violators of policy and procedures and restraining trespassers.
- Uses appropriate methods to respond to incidents; including utilizing weapon in times of extreme attack when non-violent options have been exhausted

Additional Functions

The Security Officer contributes to the efforts of the team and may be required to perform additional security and facility related functions as directed by Director of Security and

Community Properties. These may include working with security guards at constituent agency locations, educating constituent agencies on pertinent matters of security and safety, and partnering with Human Resources and IT/Cybersecurity on staff-related security activities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education, Certification and Experience

- High school diploma/GED
- Experience working in law enforcement
- Valid HR218 certification
- Wisconsin Department of Justice Annual Handgun Qualification Standard
- Experience in appropriate use and maintenance of firearms
- Knowledge of Wisconsin state laws and regulations
- Working knowledge of public safety, security operations and procedures
- Experience working with standard security and safety systems, including security cameras and stations
- Trained in first aid and self-defense
- Valid driver's license

Required Skills/Abilities

- Outstanding surveillance and observation skills.
- Ability to exercise good judgement
- Excellent decision-making and communication skills
- Ability to work calmly and efficiently, particularly when under duress.
- Flexibility to work evenings, weekends and holidays
- Strong commitment to the well-being of others

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment & Physical Demands

This position operates in a variety of working conditions including inside and outside work environments, at times under uncomfortable conditions and irregular work hours.

This is an active role, requiring excellent mobility, vision and dexterity. Requires the ability to lift boxes, bend, reach, stoop or stand as necessary. Must be able to safely handle firearms. On rare occasions it may be necessary to lift and/or move up to 50 pounds, usually waist high.

Benefits

Milwaukee Jewish Federation offers a comprehensive benefit package including paid vacation and personal days; medical, dental and vision insurance; health savings and flexible spending accounts; short- and long-term disability insurance; life insurance; and 401K retirement savings plan.