



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

SECURITY GUARD

Department: Security

Reports to: VP of Security and Facilities Operations

FLSA Status: Non-exempt

Work Status: Full time or part time

Pay Range: \$25-35/hour

About the Milwaukee Jewish Federation

Through the development of community-wide financial support, planning and allocations, the mission of the Milwaukee Jewish Federation is to ensure the continuity of the Jewish people, to enhance the quality of Jewish life and to build a strong unified Jewish community in Milwaukee, in Israel and throughout the world. Learn more about the Milwaukee Jewish Federation at <https://www.milwaukeejewish.org/>.

Summary/Objective

Security Guards maintain a safe and secure environment for staff, volunteers, and visitors by providing protection and surveillance of MJF and Jewish community premises and properties. Guards perform additional security and facility related functions as directed by VP of Security and/or Lead Security Officer.

Essential Functions

Security & Prevention

- Secure premises and personnel by patrolling property; monitoring surveillance equipment; and inspecting building, equipment, and access points.
- Permit entry and record details of each person who visits the facility, as appropriate.
- Protect people and locations from harassment, physical confrontations, vandalism, and other forms of abuse or unauthorized treatment.
- Maintain a secure environment by monitoring and setting building and equipment controls.
- Ensure operation of security equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.

Incident Response & Reporting

- Prevent losses and damage by reporting irregularities; informing violators of policy and procedures; and addressing trespassers.
- Obtain help by sounding alarms.
- Complete reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; and obtaining signatures.
- Complete and submit incident reports after noteworthy developments.
- Use appropriate methods to respond to incidents, including utilizing weapons in times of extreme attack when non-violent options have been exhausted.

Additional Functions

- Ensure weapon is well maintained and secure.
- Maintain organization's stability and reputation by complying with legal requirements.
- Write and update security documents and procedures as needed/directed.
- Contribute to team effort by accomplishing related results as needed.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and efforts associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e., changes in personnel, workload, or technological developments).

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 Certification and Experience

- Registered as current sworn law enforcement officer in good standing; or certified HR218 status
- Valid Wisconsin Concealed Carry Weapons (CCW) license
- Valid driver's license, free of any restrictions that prohibit use of a vehicle
- Knowledge of state laws and regulations
- Working knowledge of public safety, security operations and procedures
- Trained in first aid
- Clear criminal record

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
- Willing to participate in requested training
- Strong commitment to the well-being of others

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment and 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. This role frequently uses standard security and safety systems including extensive check-in process, systems checks, security cameras and stations. Must be able to use firearms safely and appropriately. Requires the ability to lift boxes, bend, reach, stoop or stand, as necessary. On rare occasions it may be necessary to lift and/or move up to 50 pounds, usually waist high.

Hours and Benefits

This is a full- or part-time position. Evening and weekend hours may be required.

Security Guards working at least 20 hours per week are eligible for a minimum of 10 vacation days and 7 paid personal days annually, prorated according to their working schedule. This role may be eligible for additional paid days off on federal and Jewish holidays observed by MJF. Other benefits for full-time employees include medical, dental and vision insurance, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

Equal Employment Opportunity

The Milwaukee Jewish Federation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.