

MINNESOTA LANDMARKS JOB DESCRIPTION

Effective Date: 5/2016

SECURITY (PART TIME)

Security Description

Under the supervision of the Building Superintendent, the Security Guard is responsible for the security of Landmark Center during special events and after hours at Landmark Center and for protecting the property in the care of Minnesota Landmarks and Landmark Center's occupants. The Security Guard also has responsibility for the safety and concerns of Landmark Center's clients during evening and weekend events within the building. You should anticipate some overtime built into your shift on occasion. General duties include routine inspection; exercises prescribed safety procedures; directing visitors within public areas of the building; closing and securing the building after their shift. General duties pertain to the hours before and after the building opens and closes.

Specific duties include (but are not limited to):

- Making periodic inspections and reports of the building and its contents for abnormal changes or conditions and for potential hazards from fire, theft or other damage.
- Securing the building during the late afternoon, evening and weekend hours, including:
- Managing and supporting relations with event clients
- Managing and supporting relations with event guests and visitors who use the building and the surrounding park areas
- Performing other duties as necessary to maintain and secure the building and the safety of persons and property within it as directed by the Building Superintendent.

Minnesota Landmarks is an Equal Opportunity Employer. Resumes and applications can be sent to:

Steve Budas, admin@landmarkcenter.org

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