

MINNESOTA LANDMARKS JOB DESCRIPTION

Effective Date: 9/2022

LANDMARK CENTER SECURITY GUARD (Part-time)

The part-time Security Guard supplements the security staff of Landmark Center on Sundays and Mondays and as needed or requested to fill in at other times. This position is expected to be 16-20 hours per week.

Landmark Center security staff 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. General duties include routine inspection; exercises prescribed safety procedures; directing visitors within public areas of the building. This pertains 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:
 - Securing all outdoor entrances after hours
 - Checking all interior doors for security
 - Examining building systems for abnormal activity
 - Being alert for unusual activity during special events of clients
 - Setting alarm systems before closing
- Managing and supporting relations with event clients, including:
 - As necessary, setting up tables, chairs and equipment for events in Landmark Center and assisting in the set-up and removal of items for events, exhibitions and performances.
 - Assisting clients and vendors with the loading dock functions
 - Performing routine tasks requested by tenants, clients, and persons in charge of rental events.
- Managing and supporting relations with event guests and visitors who use the building and the surrounding park areas, including:
 - Responding to inquiries from visitors and answering questions from clients and visitors about the history and uses of the building
 - Directing visitor movement within the public areas or to offices as requested
 - Informing visitors about the information generally available in the Visitor Information Center
 - Participating in first aid and CPR training programs as directed by Minnesota Landmarks.
 - Handling sensitive situations with unruly patrons and developing incident reports for Minnesota Landmarks. These situations may include first responder response.
- 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.

Reporting Relationship: Reports to the Building Superintendent or, in his absence, the Janitorial Supervisor.

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Working Environment: Indoors 95% - Outdoors 5%

Qualifications:

Demonstrated physical ability to:

- Climb up and down stairs and ladders
- Access remote work areas, i.e., crawl spaces, roofs
- Use olfactory, auditory and visual senses
- Utilize full manual dexterity (i.e. sitting, squatting, bending, crawling, kneeling, lifting, and walking)
- Pass a full security background check

Professional knowledge of and demonstrated professional ability to:

- Read and use computer software programs
- Ability to get along with the general public
- Greet people with a smile
- Soft approach with the public when confronting a situation
- Firm and clear on directions given to client
- Willing to work with other staff as situations change

Additional desired skills: Basic HVAC system knowledge

Wages and Benefits: Competitive wage with a part-time benefits package