



COALITION FOR HISPANIC FAMILY SERVICES

Job Posting

Job Title: Security Guard (Part Time)
Department: Operations Department
Reports To: Operations Manager
Date Available: Currently Available
Date Posting: April 24, 2018
Deadline to Apply: May 1, 2018

To apply:

Submit a resume and cover letter with qualifications to Sal Morales, Operations Manager at smorales@hispanicfamilyservicesny.org by 5pm on May 1, 2018.

Responsibilities

- Open/Lock Up building entrance & parking lot
- Monitor building entrance
- Identify & sign-in visitors
- Prevent passage of prohibited individuals
- Conduct rounds of building & premises
- Reports security and general lobby maintenance issues to Operations Department
- Ability to work various shifts
- Assist Operations Department with other operations related tasks

Qualifications

- At least 18 years of age
- High school diploma or equivalent
- Bilingual preferred but not required
- Must exhibit customer service & communication skills
- Must be able to interact with the general public and CHFS staff
- Must be able to remain alert for extended periods of time

Hours

Mon – Wed 5:15 pm - 8:30 pm; Thursday 4:00 pm – 8:30 pm; Saturday 8:30 am – 5:00 pm