



## COALITION FOR HISPANIC FAMILY SERVICES

### Job Posting

Job Title: Security Guard (Part Time)  
Department: Operations Department  
Reports To: Director, Operations & Contracts  
Date Available: 7/1/22  
Date Posting: 5/10/22  
Deadline to Apply: 6/1/22

To apply:

Submit a resume and cover letter with qualifications to [smorales@hispanicfamilyservicesny.org](mailto:smorales@hispanicfamilyservicesny.org).

### Responsibilities

- Open/Lock-up building entrances & parking lot
- Monitor building entrances
- 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 – Thur 5:00 - 8:30 pm; Thursday 5:00 pm – 7:00 pm