



COALITION FOR HISPANIC FAMILY SERVICES

Job Posting

Job Title: Security Guard (Part Time)
Department: Operations Department
Reports To: Director, Operations & Contracts
Date Available: July 01, 2022
Date Posting: June 24, 2022
Deadline to Apply: July 01, 2022

To apply:

Submit a resume and cover letter with qualifications to 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