

Hope Community Church Job Description

Job Title: Part-time Safety Team Specialist
Name:
Reports To: Safety Team Manager
FLSA Status: Exempt

Role Summary

Works under the supervision of the Safety Team Manager to ensure the environment at multiple campuses is safe for employees and guests during the week, weekend services, and events.

Primary Duties/Responsibilities:

- Enforces procedural rules and regulations. Ensures the safety of staff, visitors, and property.
- Correctly responds to and summons help for emergency situations.
- Operates and monitors security control displays, and related security equipment, to provide area and visitor surveillance.
- Patrols assigned area. Checks for suspicious occurrences.
- Responds to and investigates situations that require intervention.
- Reports safety, security and general maintenance problems to the proper personnel.
- Maintains logs and records of occurrences, completes necessary paperwork, uses computer terminal to input and retrieve data.
- Receives, signs in/scans, and delivers packages to staff.
- Welcomes and provides our guests key information about the church and special events.
- Maintains knowledge of the locations of various departments, buildings and access routes.

Non-Essential Duties/Responsibilities:

- Affirms and supports the statement of faith and goals of Hope Community Church

SKILLS/ABILITIES/PHYSICAL REQUIREMENTS

- Self-motivated, able to work without direct supervision
- Working knowledge of computers and MS Office.
- Regularly required to sit or stand, reach and move about the facilities.
- Work indoors and outdoors in all weather.
- Ability to lift 25 lbs on a regular basis with heavier amounts being lifted as needed.

Education and Experience:

- High school diploma or equivalent required
- Security related experience preferred

Employee Signature

Date

Supervisor Signature

Date