



POSITION TITLE: CAMPUS PATROL OFFICER (FULL-TIME)/(FLEX SHIFT)

POSITION SUMMARY

This position is responsible for securing all buildings and providing a safe and secure environment for the residents of Christian City.

ESSENTIAL JOB FUNCTIONS

- Safely operates and maintains all Christian City equipment in good working order.
- Responds to campus emergencies and notifies appropriate authorities.
- Maintains radio communication with switchboard at all times throughout shift.
- Monitors all parking lot activities.
- Secures all buildings, offices, and parking lots.
- Makes all necessary rounds of the campus.
- Prepares Campus Patrol log of all shift activities.
- Report all needed information to incoming Campus Patrol personnel.
- Responds to emergency maintenance repair requests, when possible, or notifies facilities management of needed repairs.
- Provides transportation for employees as designated by supervisor
- Assists with fire alarm drills as needed.

JOB QUALIFICATIONS

Education:

- High school diploma or GED equivalency required.

Experience:

- One-year security experience required.

Skills:

- Good working knowledge of security operations and safety practices in a business and residential environment.
- Ability to communicate effectively both orally and in writing with staff, residents and public.
- Ability to understand and follow standard operating procedures and to perform duties in a professional manner and appearance.
- Ability to write clear and concise incident reports after full investigation of the facts.
- Demonstrated ability to make sound independent judgements and decisions within proper policy and procedures;
- Detail-oriented; Strong/effective interpersonal skills;
- Ability to diffuse conflict situations;
- Must be able to read, write, speak and understand English;
- Must have a valid Georgia driver's license, a good driving record, and the ability to be insured under Christian City's vehicle insurance program.

HOW TO APPLY

Applicant may download application from website, print, and complete.

Submit application via:

- Scan and email: HRintern@christian-city.org
- Fax: (770) 510-2447
- Send by mail: 7300 Lester Road, Union City, GA 30291
- Hand Deliver: Main Reception Area