



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Security Guard

OFFICE/CAMPUS: Security/Sagert

REPORTS TO: Security Coordinator

STATUS: 12 Months (Non-Exempt)

HOURLY PAY RANGE: \$14.00 to \$20.00

PRIMARY PURPOSE:

To maintain high visibility at the front of the Hawaii Baptist Academy (HBA), Sagert Campus (Intermediate/High School), Bento Campus (Elementary School) to prevent potential problems from occurring.

ESSENTIAL DUTIES/FUNCTIONS:

- Maintain proper conduct and high moral standards as the initial contact for all visitors at the front gates.
- Enforce regulations and procedures to assure the safety of the students and adults.
- Check seniors' vehicles to ensure they are displaying parking authorization stickers.
- Monitor traffic entering and exiting all campuses and parking lot to ensure drivers are driving in a safe manner.
- Monitor parking to ensure visitors and staff park in authorized areas.
- Check all students for authorization to leave school during school hours.
- Monitor all visitors at the front gate and direct all valid visitors to the Front Offices of their respective campuses.
- Maintain a working knowledge of camera system, fire alarm, and whom to notify in case of an emergency situation.
- Open and close the facility, ensuring all persons have left the facility at the end of the day.
- Contact emergency first responders (i.e. fire, police, ambulance) in cases of emergency such as fire or the presence of an unauthorized person.
- Report unsafe equipment, structure, situation, condition or circumstance to the appropriate administrator or supervisor.
- Must be able to communicate clearly with the use of two-way radios.
- Communicate emergency, safety, suspicious, criminal activities to the appropriate administrator or supervisor in a timely manner.

OTHER DUTIES/FUNCTIONS:

- Complete the daily observation report.
- May need to carry a business mobile phone during on-duty hours to respond to student and faculty needs and emergencies.
- Other duties as assigned.

CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.

- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- Work Hours: 6:00 a.m. – 3:00 p.m. / 3:00 p.m. – 12:00 a.m./(PT) 1:00pm-7:00pm
- Physical Demands: Be able to lift 40-50 lbs. Patrol: walk up and down stairs. Be able to stand for the entire shift. Be able to respond and/or act quickly to urgent calls by foot/cart. Must be able to drive a gas or electric vehicle (golf cart type).

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and; demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message", the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Team player, outstanding surveillance and observation skills, good time management, great interpersonal and communication skills, critical thinker and problem-solving skills, report writing skills
- Education/Training: High school diploma is required, first aid training
- Experience: One year of experience as a security guard or similar role.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.