

**ASSISI HEIGHTS
POSITION DESCRIPTION**

DEPARTMENT: Security

POSITION: Security PT

GENERAL SUMMARY

The Security personnel will patrol the grounds and buildings of Assisi Heights in order to provide a safe environment for the Sisters, staff and guests. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters. Assure confidentiality at all times with issues relating to residents, guests and fellow employees.

ESSENTIAL FUNCTIONS

- Performs regular patrol of the Assisi Heights grounds, including: main building, power plant, shed, barn, garden, parking lots and roadways
- Monitors traffic entering and exiting Assisi Heights' property, stopping suspicious vehicles and walkers that do not have grounds passes
- Assists in the emergency management procedures for the facility, including, but not limited to severe weather, fire and bomb threats
- Observes, records, monitors and reports theft, vandalism and other misconduct at Assisi Heights
- Serves as the liaison between local police, fire and ambulance service
- Monitors condition of roadways during severe weather, notifying on-call staff for snow and ice removal when necessary
- Routinely checks conditions of sidewalks, shoveling and de-icing when necessary
- Provides coverage during shift changes by being present at exit, assuring safety and security of the employees
- Provides transportation after 4:00 p.m. for Sisters with late appointments

OTHER FUNCTIONS

- Responds to requests from the Sisters as they arise
- Provides support and works with volunteers
- Assists with other grounds and housekeeping/custodial activities if special circumstances arise
- Picks up trash and debris from grounds while on patrol
- Other duties as assigned by Facilities Director

COMPETENCIES AND/OR SPECIAL REQUIREMENTS

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Philosophy

- Must pass a background investigation, including a criminal history investigation and driving record

QUALIFICATIONS

- Valid Minnesota Driver's license, maintaining a safe driving record free from any major traffic violations
- Two years security related experience or education and training preferred
- Knowledge of security and safety requirements
- Knowledge of snow and ice removal and related equipment

(Qualifications- continued)

- Good written and oral communication skill
- Good time management and organizational skills
- Ability to work safely
- Ability to move as necessary to assist in tense situation
- Ability to deal with confidential information in a professional manner
- Ability to understand and follow written and verbal instructions
- Ability to work independently and with others

WORKING CONDITIONS

- Standing, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis
- Objects frequently required to be lifted, pushed, pulled and/or carried range from 25-50 lbs. on a limited basis
- Work schedule is Friday and Saturday 4:00 p.m. until midnight and occasional open shifts
- Work requires a large amount of walking, sitting and standing on a daily basis
- Work is performed both indoors and in a wide range of outdoor weather conditions
- Exposure to a variety of road conditions during inclement weather

ACCOUNTABILITY: Reports to the Facilities Director

POSITION LEVEL: N-4

FLSA: Non-Exempt

DATE UPDATED: January 2022, March 2023

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

Manager: _____ Date: _____

Director or: _____ Date: _____

Congregational Leadership