

ASSISI HEIGHTS POSITION DESCRIPTION

DEPARTMENT: Security

POSITION: FT Security – Day Shift

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
- Performs snow and ice removal when necessary, in coordination with the Grounds Supervisor, and notifies on-call staff on weekends.
- Routinely checks conditions of sidewalks, shoveling and de-icing when necessary on weekends.
- Provides coverage during shift changes by being present at exit, assuring safety and security of the employees
- Communicates with the groundskeeper regarding hunter scheduled and monitors activity
- Acts as a back-up driver in the absence of the taxi driver (week days) or when more than one driver is needed

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

(Qualifications continued)

- Knowledge of security and safety requirements
- Knowledge of snow and ice removal and related equipment
- Computer skills preferred, including knowledge of MS Office software
- Good written and oral communication skills
- 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 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
- Responsibilities as needed for snow and ice removal

ACCOUNTABILITY: Reports to Facilities Director

POSITION LEVEL: N-4

FLSA: Non-Exempt

DATE PREPARED: October 2006

DATE UPDATED: August 2012, November 2014, April 2017, January 2019, October 2020, September 2023, February 2024

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: _____

Director or: _____ Date: _____