

TITLE: Building Warden

QUALIFICATIONS:

1. Ability to read, write and follow written directions.
2. Demonstrate aptitude or competence for assigned responsibilities.
3. Must possess a valid driver's license.
4. Any other alternatives to the above qualifications as the pastoral/security staff may find appropriate and acceptable.

REPORTS TO: Head of Security

JOB GOAL: To ensure and assist in the safety and security of the staff and the residents, buildings, and units during assigned work hours.

PERFORMANCE RESPONSIBILITIES:

1. Arrives to work on time and attends work on a regular basis with minimal absences.
2. Develop and carry out an intermittent building security check schedule.
3. Completes a check noting security system(s) are functioning properly, any acts of vandalism, persons observed to be on campus or in direct proximity to campuses, unlocked doors, suspected entries or malfunctions in security equipment.
4. Operation of the camera system in assistant of monitoring campus
5. Assists individuals looking for locations on campus
6. Check all exterior doors to ensure they are secured when the building is vacant.
7. Carry and be familiar with a radio to communicate with other staff as needed
8. Notifies police, fire department, or other appropriate authority of any situation requiring immediate or prompt attention.
9. Is considerate, courteous, and treats others with respect.
10. Maintains a safe entrance for individuals using entrances, (snow removal, floor mat adjustment) on job hours
11. Other duties, as may, from time to time be assigned by the supervisor.