

## Brookland Baptist Church Vacancy Announcement

<b>Job Title:</b> Brookland Baptist Security Officer I	<b>Vacancy #:</b> 2021-07	<b>Number of Vacancies:</b> 2	<b>Type of position:</b> X Part-time	<b>Opening Date:</b> 7/20/21	<b>Closing Date:</b> When Filled
<b>Contact:</b> Security Chief Franklin Abney			<b>Mail your application to:</b> Brookland Baptist Church, Job Search, PO Box 2093, Columbia, SC 29202		

### Primary Duties and Responsibilities:

- ◆ Patrol assigned areas to prevent infractions of rules and regulations of the Brookland Baptist Church and check property by standard operation procedures.
  - ◆ Make initial report on all incidents, to include abuse of any kind, thefts and contraband.
    - ◆ Enforce parking rules, issues warnings and maintain traffic control as needed.
- ◆ Assist law enforcement officers when called to campus. Be alert for drugs, alcoholic beverages and other contrabands.
  - ◆ Respond for fire alarms or other emergency calls. Assist in maintaining crowd control if necessary.
- ◆ Become familiar with all emergency codes and regulations and occupational safety hazard requirements.
  - ◆ Carry out any other related duties as directed by supervisors.

### Requirements:

- ◆ Graduation from high school, vocational school or GED supplemented by two (2) years work experience in the security field or some prior experience in law enforcement; or any equivalent combination of related education, training and experience.
- ◆ Must possess and maintain a valid SC class "D" Drivers License and have an acceptable driving record.
  - ◆ Must pass a thorough background investigation and be of good character and temperance in habit.
    - ◆ Must have no prior criminal conviction(s).
    - ◆ Excellent physical condition is necessary.
- ◆ The position requires extensive walking in all weather conditions and must have the ability to deal effectively with public under all conditions.
  - ◆ May be required to obtain technical or professional certification as deemed necessary.
    - ◆ Must be able to work flexible hours, weekends and holidays.
      - ◆ Must be at least 21 years of age.
    - ◆ Ability to work independently and ability to make good sound decisions.
- ◆ Knowledgeable of dealing with public, visitors and employees under all conditions. Should have knowledge of contraband law, fire & safety and directing traffic.

***Applications must be RECEIVED at the address listed above by the closing date.***

#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Except where otherwise provided by law, there will be no discrimination because of color, race, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.