

JOB DESCRIPTION

Security Guard

Position Title: Security Guard/Maintenance
Department: Plant Operations
Exempt Status: Non-Exempt
Supervisor: Director of Plant Operations

GENERAL SUMMARY:

The Security Guard/Maintenance personnel are responsible for ensuring the safety and security of all residents, visitors, staff, and property within the community. This role includes monitoring the presence of employees and third party contractors on site and responding to security or maintenance issues as needed. Under the direction of the Director of Plant Operations, the position also performs preventive and routine maintenance, seasonal repairs, and general building upkeep, including plumbing and equipment servicing.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Makes scheduled rounds both inside and outside the buildings to maintain a secure environment for residents and their property as well as company property. Following the posting in the security binder, with any special orders that are posted for that day.
2. Responds to all fire alarms and apartment emergency calls.
3. Develops and maintains a good working rapport with residents, family members, visitors, and personnel to ensure that security procedures meet the facility's needs.
4. Assists with special security needs as they arise involving employees, visitors, and other members of the community.
5. Provides a written report of any community incident during the shift that the Director of Plant Operations and other administration may need to be aware of.
6. Provide a written report of the prior shift that will be turned in daily to the Director of Plant Operations.
7. Always maintain the entranceway in the facility for safe passage. Shovels/Sweep and keep clear exit door walkways during daily checks.
8. Accomplishes all work in the order of priority set by the supervisor. Performs specific work duties and responsibilities assigned by supervisor.

Other Duties:

1. Performs light maintenance as time allows, such as changing light bulbs, touch-up

- painting, and similar assignments.
2. Maintains all tools, equipment, and supplies in proper condition.
 3. Attends in-service training and education sessions as assigned.
 4. Reports all incidents/accidents immediately. Reports all unsafe/hazardous conditions equipment immediately. Assures that established safety regulations are followed at all times. Recognizes unsafe conditions and takes action or reports conditions to supervisor. Provide a written report per the security binder.
 5. Maintain confidentiality of all pertinent resident care information to assure HIPAA policies are followed, and resident rights are protected. Respect and maintains resident confidentiality. Follows all aspects of Standards of Conduct and Corporate Compliance.
 6. Utilizes proper use of body mechanics and personal protective devices.
 7. Meets or exceeds internal and external customer service expectations and promotes the continuous improvement philosophy of the department and community.
 8. Consistently demonstrates adherence to Infection Control policies and procedures in all aspects of performance.
 9. Uses equipment, services, and supplies in a cost-effective manner.
 10. Participates in quality assurance and continuous improvement programs.
 11. Demonstrates a positive attitude and willingness to facilitate team functioning.

HOSPITALITY FOCUS:

The Westminster Village fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

WELLNESS FOCUS:

The Westminster Village employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure

and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.

QUALIFICATIONS:

1. Ability to read, write, and understand and follow instructions in English, communicate effectively, and perform simple arithmetic.
2. Must be able to make decisions quickly and in accordance with established protocol.
3. Must have or be willing to be trained in first responder and first aid training.
4. One year experience in security preferred.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Light to moderate physical effort 90% of the time; may be exposed to the elements (heat, cold, rain, snow); ability to lift 50 pounds; ability to walk 90% of the workday; ability to stoop and stretch occasionally; must observe universal precautions.