

Job Description

Ocean Riviera Condo Security Staff

Position Summary:

The Security Staff Member is responsible for maintaining a high visible presence in the building, make regular rounds throughout the building and grounds, and actively monitor the security system. The goal is to detect, deter, observe and report. The individual is required to possess a Class D Security Certificate.

Education/Experience/Certifications/Skills:

High School Graduate or Equivalent

Possesses Class D Security Certificate

Knowledge of public safety and security protocols

Successful experience as a Security Staff Member, strongly preferred

Excellent communication skills

Self-directed, observant, motivated and pays attention to detail

Possesses excellent telephone skills

Able to maintain accurate records as directed by the Supervisor

Collaborative, respectful, and possesses strong interpersonal relationship skills

Demonstrates Honesty & Integrity

Position Duties & Responsibilities:

Actively monitor the building and grounds by making regular rounds throughout the building and grounds and uses electronic check-in device

Attentively monitor the surveillance system for any signs of crime or disorder

Reports (with detail) any suspicious incidents, unusual occurrences and/or items noted that need repair

Accurately Completes Required Written Reports, including tracking occupancy within the building

Distributes key fobs and parking passes and maintains accurate record of same

Remains alert and vigilant throughout the entire shift

Greets residents and guests

Monitors and controls access at building entrances, basement elevator area, and vehicle gates

Receives, sorts, notifies residents, and distributes packages

Monitor and distribute Parking Passes

Removes or moves furniture/umbrellas from beach area as directed
Observes beach area and reminds residents/guests of rules as necessary
Advise residents/guests of rule infractions or violations
Contacts police and/or EMS in the event of an emergency
Calmly Manages Difficult/Emergency Situations
Performs first aid or CPR if necessary

Physical Requirements:

Light lifting (10 – 20 lbs.)
Ability to make regular rounds throughout the building and grounds, including climbing stairs

Work Schedule:

40-hour work week with occasional overtime

Compensation & Benefits:

Hourly rate and benefits commensurate with skills, experience and education