

**Job Title:** Night Security Worker

**Department:** Maintenance

**Reports to:** High Security Supervisor

**Key Areas of Responsibility:**

- Performs minor repairs to interior and exterior structures, electrical, plumbing, and heating and hot water systems.
- Provides overnight security by patrolling grounds and buildings.
- Checks maintenance request box at the main office at the beginning of the shift.
- Periodically checks in at the front desk for maintenance or security requests.
- Prevents theft, damage, or misuse of property; protects items on facility grounds; prevents loitering.
- Patrols grounds and makes a floor-by-floor check of buildings to detect security issues.
- Inspects buildings to assure that they are properly secured.
- Checks buildings and equipment to detect and prevent fire hazards.
- Turns lights on grounds on and off.
- Acts as the first point of contact in emergency situations and follows standard emergency procedures.
- Notifies police, fire department, or other appropriate authority of any situation requiring immediate or prompt attention.
- Troubleshoots any equipment operational problems and refers to appropriate personnel.
- Periodically checks refrigeration and ice making equipment.
- Completes repairs or replacements as assigned.
- Calls in Maintenance or Facilities Manager when needed.
- Assists guests by answering phones, taking messages, responding to request, or showing guests to their rooms.
- Stocks wood at fireplace locations and starts and maintains fire in fireplaces.
- Assists maintenance manager with water system responsibilities.
- Gathers trash from various buildings and hauls to dumpsters.
- Builds campfire for Saturday night bonfire.
- Stocks coal and removes coal cinders from the Bake Shop oven.
- Cleans fish for breakfast if needed.
- Other duties as needed to support other departments and overall operations.

**Education:** High School Diploma or equivalent.

**Experience:**

- Experience in security or a related field is preferred.

**Training:**

- Vocational degree in a related field is a plus.

**Knowledge and Characteristics:**

- Valid driver's license and a clean driving record due to operating company vehicles.
- Ability to pass a background check.
- Ability to lift up to 50 lbs. with or without assistance.

**Tools/Equipment Used:**

- Hand tools (Hammers, screw drivers, wrenches, metal and wood saws, etc.)
- Plumbing and electrical tools and supplies
- Light truck or other vehicle, golf cart or utility vehicle.
- Two-way radio
- Closed circuit video monitor

**Terms of Employment:**

This is a year-round, hourly position, full or part time. Evening and overnight position, normal work hours are from 3-11 pm or from 11pm until 7 am. Days will vary including weekend and holiday. May require some overtime. Work will be indoor/outdoor. May be exposed to hot or cold, wet or dry weather conditions.

This job description is not intended to and does not create a contract or offer of employment. If hired, employment will be on an at-will basis and can be terminated by either party.