

**Union Gospel Mission of Salem
Job Description**

POSITION TITLE: Night Security
MINISTRY DEPARTMENT: Men's Mission (400)
REPORTS TO: Guest Services Manager
FLSA STATUS: Non-Exempt
LOCATION: Men's Mission, 777 Commercial St. NE, Salem, OR 97301
STATUS: Full-Time; Night and Weekend Shifts

Job Summary:

Under the direction and supervision of the Guest Services Manager, Night Security is responsible for the overall security and safety of guests and program participants at the Men's Mission. Responsible for maintaining building security and is the primary on-site staff contact person after 'normal' business hours.

Essential Job Duties:

1. Maintains the security and safety of all residents of the Men's Mission during evening and nights hours.
2. Notify assigned "on-call" staff as appropriate under established guidelines.
3. Primary Emergency Evacuation Coordinator for the Men's Mission during evening and night hours at 777 Commercial St. NE, Salem, OR.
4. Responsible for maintaining sign-in/sign-out logs and 911 logs during shift.
5. Maintains Incident Report logs during shift.
6. Responsible for all money and property collected and donated after hours during shift.
7. Maintain a positive, encouraging Christian work atmosphere by demonstrating and training program/guests volunteers in appropriate Customer Service C.A.R.E. standards.
 - A. **Committed** – performs job with integrity – respects and honors others
 - B. **Attentive** – models honesty and courtesy to all. Good listener.
 - C. **Responsive** – Takes responsibility for quality results. Serves effectively.
 - D. **Excellent** – Seeks to improve performance while providing excellent service.
8. Assist with other duties as needed and as directed by the Guest Services Manager.

Knowledge, Skills, Abilities:

1. Good written and oral communication skills.
2. Ability to make independent security decisions.
3. Knowledge of substance abuse issues and recovery preferred.
4. Valid OR State Driver's License.
5. Must agree with Union Gospel Mission's Statement of Faith and Standards of Conduct.

Education: High School or GED

Experience: Prefer minimum of 2 years of similar work experience

