



# FORD HOUSE

EDSEL & ELEANOR

## Security & Public Service Officer

Part-time, On-call

24 to 40 hours per month

\$15 per hour

### JOB DESCRIPTION

The Security & Public Service Officer ensures the protection and safety of all physical assets of the estate; provides security and public assistance for visitors and staff; and represents Ford House as an ambassador to the public, exhibiting excellence in customer service performance.

### RESPONSIBILITIES

- Greets, directs and interacts with visitors, vendors and staff in a friendly, polite and welcoming manner.
- Provides directional assistance to visitors and vendors.
- Monitors secured entrance points onto the estate and controls admittance of staff and visitors.
- Monitors, physically or electronically, buildings and grounds on a regular basis to ensure buildings are secure, systems (heating, lighting, sprinklers, security, etc.) are operating properly and that the estate buildings, collection objects, house furnishings, exhibits and office equipment are safe from loss or damage.
- Maintains various logs (shift, staff vehicle incident, etc.).
- Responds, as necessary, to a variety of emergencies or disasters in order to preserve life and property.
- Operates company vehicles to patrol the estate.
- Performs general cleaning of security work areas and vehicles.
- Other job-related duties as required.

### PREFERRED QUALIFICATIONS/SKILLS

- High school diploma or GED equivalent.
- Must be able to pass a background and credit check.
- Minimum two years of related experience, either as a public safety officer with strong customer service or in a customer service role.
- Must be able to work holidays.
- Valid driver's license and acceptable driving record.
- Basic computer skills (Word, Excel, email).
- Able to take direction, act on it quickly and effectively while exercising a calm demeanor and sound judgment, especially during highly charged emotional and/or emergency situations.
- Able to perform under stress when confronted with emergency, critical, unusual, or dangerous situations, or situations with which speed and sustained attention are make-or-break aspects of the job.
- Able to extensively use telephones, multi-channel two-way radios and security alarm systems.
- CPR and First Aid trained or willing to complete training (employer paid).
- Able to withstand extended periods of time standing, walking and climbing stairs and able to work indoors/outdoors in all weather conditions.
- Must be able to lift up to 75 lbs.
- Willingness to work flexible hours as needed for events/programs.

### HOW TO APPLY

Email resume, salary requirements, and application (available at [www.FordHouse.org/get-involved/employment](http://www.FordHouse.org/get-involved/employment)) to [jobsearch@fordhouse.org](mailto:jobsearch@fordhouse.org). Indicate in subject line "Security & Public Service Officer". Please, no phone calls.