

**MOUNT CARMEL BAPTIST CHURCH
POSITION DESCRIPTION
SECURITY DEPARTMENT**

Job Title: Security Guard	Position Number: xxxxxx
Supervisor: Trustee Supervisor	Full-Time: Part-Time: X
Hours: Min 20 hours weekly; max 30 hours weekly. May include Saturdays and Sundays	Hourly Rate: Negotiable
<p>Job Duties:</p> <ol style="list-style-type: none"> 1. Monitor all interior and exterior activity of the church at the guard station utilizing the church security system 2. Perform checks upon opening and closing of the church 3. Patrol the interior and exterior physical grounds of the church as instructed by the Security Supervisor 4. Respond to emergency situations 5. Report any incidents directly to Security Supervisor 6. Report any accidents to the Security Supervisor and Church Office and complete the Incident Report Form 7. Carry communication radio and have it turned on at all times 8. Perform other duties as assigned by Security Supervisor 	
<p>Qualifications:</p> <ol style="list-style-type: none"> 1. High School Graduate or Equivalent 2. Documented experience in security work 3. Demonstrated interpersonal skills and strong work ethic at all times 4. Trained and licensed to carry a firearm. 5. Possesses current PA Act 235, Lethal Weapons Certification <p style="text-align: center;"><i>Proper Credentials Must Be Provided Prior to Start Date Mandatory Background Checks Required</i></p>	

Submit Resume To: personnel@mtcarmel-bc.org

Mount Carmel Baptist Church is an Equal Opportunity Employer