



Job Opening

Title: **Security**

Hours: Part-time (Hourly)

Open until filled

Objective: Provide security presence to ensure the safety of the families, employees, visitors and property of Gerard Place.

Specific Duties/Responsibilities:

- Greet and check-in visitors that enter building and verify identification.
- Nightly apartment checks of families in housing program.
- Monitoring of external property and buildings on campus.

Job requirements: Experience in security or enforcement preferred, ability to maintain confidentiality and professionalism, strong communication skills, comfortable working alone. This part-time position works a minimum of 13 hours per week with additional hours on an as needed basis and requires the ability to work nights and weekends. **Must be available Monday evenings from 5:00pm - 12:00am and Sunday 12:00pm - 6:00pm.**

Send resume or application request to:

Gerard Place

Attn: Jill Mattson

2515 Bailey Avenue

Buffalo, NY 14215

Email: jmattson@gerardplace.org

www.gerardplace.org

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