POSITIONS AVAILABLE
SECURITY OFFICER - 3 Openings

(Part-Time / Non-Exempt Position)

Golden Rain Foundation is currently recruiting for a part-time (24 – 28 hours per week) Security Officer who will be responsible for promoting traffic safety by reasonable enforcement in accordance with the rules, regulations and policies of the Foundation and assisting emergency personnel and residents throughout the community.

Essential Functions
- Drives a patrol vehicle, monitors streets and parking areas. Enforces Community rules and regulations with regard to parking and safe vehicle operation (moving violations). Issues Notice of Violations/Citations to offenders as appropriate.
- Responds to and documents incidents involving injury or damage to Community property or Leisure World employees and facilitates information exchange between parties involved in any and all incidents. Assists Law Enforcement, Fire, and Medical Services regarding vehicular incidents.
- Provides traffic control as needed; lifts, carries and places traffic safety cones, barricades and signs when assigned.
- Identifies and documents abandoned vehicles and makes notification for towing of same.
- Places and retrieves portable radar signs at targeted locations within the Community.
- Patrols and enforces rules and regulations in the Recreational Vehicle Parking Lot and answers inquiries.
- Responds to Security management with coordination of matters concerning traffic safety, traffic enforcement, incidents and reporting.
- Collects coins from all coin operated equipment, counts, and delivers to Finance Department.
- Resolves resident issues by clarifying the complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, and expediting the solution or involving management if a clear solution is not available.
- Maintains daily records and logs of activities.
- May act in the role of a Security Officer 2 and perform a variety of routine clerical, administrative and technical work in receiving and dispatching routine and emergency information; keeps official records and assists in the administration of the standard operating policies and procedures of the dispatch center. Further supports the Security department operations by assisting internal or external customers requesting help or information.
- May act in the role of a Security Officer 1 and perform guard duty at entrances to Leisure World to maintain the control access to the premises and the smooth transition for entering and exiting the Community.

Knowledge, Skills and Abilities
- Ability to operate a motor vehicle in a safe manner.
- Knowledge of occupational hazards and safety precautions.
- One year customer service experience with knowledge of telephone etiquette.
- Proficient computer skills and knowledge of basic office procedures.
• Two years of Security Officer, Dispatcher, or Public Safety experience.
• Must be available to work 24 hours per week.
• Must be available to work one shift each quarter on evenings or nights if regularly scheduled on day shift.

Physical Ability
• Frequent standing and walking.
• Occasional bending, stooping and twisting.
• Close vision necessary.
• Ability to lift up to 25 pounds.
• Ability to meet and pass “Security Officer Physical Examination” standards established by the Golden Rain Foundation and the Leisure World Health Care Center prior to commencement of employment and annually thereafter.

Mental Abilities
• Ability to read, write and communicate clearly and effectively.
• Ability to respond to emergencies efficiently and make immediate decisions.
• Ability to deal effectively with co-workers, shareholders and/or members and family members, emergency and rescue personnel, delivery services, vendors and visitors.
• Ability to maintain confidentiality and use diplomacy and sound judgment.

Education
• Minimum high school diploma (or equivalent)

Licenses/Certificates
• Private Proprietary Security Guard Certification or will obtain certification within six months of employment.
• Valid California driver’s license and a satisfactory driving record are conditions of initial and continued employment.

Please contact Carolyn Gallant in the Human Resources Department at (562) 431-6586, ext. 318 for information regarding how to apply. If an employee is interested in applying for this position, please contact your immediate Supervisor.