Security Officer – Part time (Garden - 2016)
Position Title: Security Officer
Department: CBG Hort - Safety & Security (510237)

Objective
The Holden Arboretum / Cleveland Botanical Garden is recruiting for individuals to help us serve visitors, members and staff by maintaining the safety and security of people and property. Must be willing and able to work a flexible schedule; weekdays, evenings and weekends

Supervisor
 Security Supervisor

Work Location
 Cleveland Botanical Garden – Cleveland, Cuyahoga, Ohio, USA
 Located in the heart of Cleveland’s cultural, health, and education district, 10 minutes east of downtown Cleveland.
 The Holden Arboretum / Cleveland Botanical Garden recently integrated, making the organization the 13th largest public garden in the U.S.

Responsibilities
 Maintaining the safety of visitors, employees and property at the Garden while enforcing Garden rules and regulations through regular patrols
 Proving information and assistance to visitors in a pleasant, professional manner
 Work closely with Guest Services to provide the best information and service to visitors
 Prepare accurate and clear reports of accidents, illness, theft, vandalism or any other unusual occurrence.
 Controls traffic whenever needed
 Performs security rounds for building, parking garage and grounds
 Secures public and staff areas
 Provide assistance during regular hours of operation, special events and private after-hours rentals.

Qualifications
 Strong customer service skills and experience working with the general public.
 Excellent verbal and written communication skills.
 One year experience in security work preferred
 Ability to effectively solve medium to complex problems
Requirements

- Acceptable driving record
- Must pass a criminal background check
- High school diploma

Physical Demands
Must be able to perform with or without reasonable accommodation:

- Stand and/or sit for extended periods of time
- Transport oneself by foot over a variety of terrain that may be uneven.
- Kneeling, bending, stooping, grabbing and reaching
- Work independently as well as on a team
- Able to lift 50 lbs.
- Must be physically fit
- This position involves frequent walking, both inside and outside.

Work Environment

- Part time - Maximum of 20 hours per week to work a variety of shifts
- Ability to work flexible schedule on an as needed basis
- Week day, Evening and Weekend hours are required.

Wages

- Hourly
- Non-exempt

Apply
Review of applications with begin immediately and continue until the position is filled.

Qualified applicants should submit a resume online: https://home.eease.adp.com/recruit/?id=15237801

Posting Date: April 2016
Closing Date: Until Filled

The Holden Arboretum / Cleveland Botanical Garden is an Equal Opportunity Employer committed to hiring a diverse and talented workforce. We seek skilled, knowledgeable and experienced individuals to join our staff and enhance our reputation as one of the country’s foremost arboreta.