



Position: Security & Safety Representative

Department: Finance and Operations

Reports to: Facilities Manager

FLSA Classification: Full time, hourly, non-exempt

Full time position: Thursday-Monday, 8 hours/day

Part time position: Tuesday & Wednesday, 8 hours/day

- An average schedule would be:
 - Winter hours: 8:30am-5pm weekdays/9:30am-6pm weekends/holidays
 - Summer hours: 9:30am-6pm, 7 days/week
- Provides security services during evening events as needed

Salary Range: \$20.00-\$24.00 per hour, DOE

Job Description:

Help us maintain a safe and secure environment at the SMUD Museum of Science and Curiosity (MOSAC) facility on Sacramento's riverfront. We are looking for Security & Safety Representatives to join our team. These positions are all about helping our organization provide a safe and secure experience for guests and staff at the museum. We offer a dynamic and interesting work atmosphere, flexible schedules, a robust benefits package, and the opportunity to work for the region's premier science museum.

Job Responsibilities:

Maintains a safe and secure environment for museum guests and employees by patrolling the grounds and the building. Engages staff to ensure safe practices are maintained and helps to administer MOSAC's established safety protocols in response to emergency conditions. Communicates safety and security information with all staff and guests in a friendly and professional manner.

Job Duties:

- Maintains an active Department of Consumer Affairs Guard Card in good standing
- Provides excellent customer service to guests in need of assistance and/or information
- Monitors the entrance and departure of employees, visitors, and vehicles according to operational protocols (i.e., opens the building, disarms / arms various security systems)
- Patrols and monitors activities on the company's premises regularly to discourage criminal activity and ensure the environment is safe and secure
- Maintains a high level of professionalism by complying with local, state and federal security and safety guidelines in the application of security services
- Provides detailed reports to management regarding daily activities and incidents
- Assists in clearing the building and grounds of all guests after the museum closes to the public

- Assists with traffic control in the parking lot, as needed
- Provides security services during evening events, as needed
- Escorts trespassers and violators from property when appropriate

Skills and Qualifications:

Customer service oriented; manages safety and surveillance well; deals well with uncertainty; comfortable with flexibility; uses good Judgment; maintains objectivity; dependable; emotionally mature; maintains integrity and professionalism; has excellent reporting skills.

Education and Experience:

- High school diploma or equivalent required
- Minimum 1-year related safety/security/customer services experience required

Other Requirements:

- Must have a valid and current CA driver's license
- Valid CA BSIS Security Guard card, or the ability to obtain one within first 3 months of employment
- Comfortable working with people from all demographics
- Valid First Aid, CPR and AED certification or the ability to obtain them within first 3 months of employment
- To protect our team members, volunteers, students, and guests, MOSAC requires that all employees be fully vaccinated with a COVID-19 vaccination series approved by the U.S. Food and Drug Administration (FDA) or the World Health Organization (WHO). Reasonable accommodations will be made for a qualified disability or sincerely held religious belief.
- Ability to stand, walk and patrol museum grounds for extended periods, at times under adverse weather conditions
- Ability to lift, carry, push or pull objects weighing up to fifty (50) pounds
- Proficient with computer software including Outlook, Microsoft products and surveillance systems

These positions are at-will and non-exempt:

- Full time position: Benefits include insurance (medical, dental, vision and life), 403b retirement plan, paid vacation, PTO and sick leave and 6 paid holidays.
- Part time position: Includes limited holiday pay and some paid sick leave.
- Final hiring for this position is contingent upon passing a drug test, fingerprinting and criminal background check.

Application Procedure:

- A complete job profile is available upon request.
- Please submit a resume addressing your qualifications as they align with the job description by email to cskibbins@visitmosac.org.
- No phone calls will be taken for this application.

For more information about MOSAC: <https://visitmosac.org/> or visit us on social media.