



Position Title: Security & Safety Representative

Department: Operations & Guest Services

Reports to: Director, Operations & Guest Services

FLSA Classification: Part Time, hourly, non-exempt (Less than 30 hours a week)

Salary: \$18.00 -\$22.00 per hour

Job Summary:

Are you looking to boost your resume in a unique working environment? Are you passionate about making a difference in the community? If so, we need your skills and talents. You can be part of the team leading Sacramento's exciting new attraction – the SMUD Museum of Science and Curiosity (MOSAC).

As A Security & Safety Representative you will help maintain a safe and secure environment at the MOSAC facility on Sacramento's riverfront. This job position is 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, and the opportunity to work for the region's premier science museum.

This position must enjoy working with the public and children and must be available to work both weekend day shifts as well as evenings with some weekday shifts & holidays. This is a part-time position working with schedules that consist of Morning, Afternoon, or Evening.

Expected Schedule - Weekends (Sat 9:00-5:30 & Sun 9:30 - 5:30 sometimes evenings), Thursday & Friday Evening on Event Rental Demand. **Some day shifts during the week during peak seasons.**

General Duties and 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.
- 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
- Ability to work flexible hours including evenings, weekends, and holidays.

Required Skills/Abilities:

- Valid CA BSIS Security Guard card, or the ability to obtain one within first 3 months of employment

- Will require movement around the museum 75-100% of the time, engaging with the public and staff in a public environment which is often loud and hectic.
- Work requires outdoor facility patrol support, in existing weather conditions
- Minimum 1-year related safety/security/customer services experience required
- Must have a valid and current CA driver's license
- High school diploma or equivalent required
- Comfortable working with people from all demographics
- Proficient with computer software including Outlook, Microsoft products and surveillance systems

Physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position. This position is at-will and non-exempt:

- Part time position: Includes limited holiday pay and some paid sick leave.
- Final hiring for this position is contingent on passing reference checks, drug testing, and criminal background check.

Application Procedure:

- Apply online via Indeed by providing an updated resume and 3 references we may contact.
 - MOSAC Indeed webpage: <https://www.indeed.com/cmp/Museum-of-Science-and-Curiosity/jobs>

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