POSITION DESCRIPTION

Position:	Security Officer-Part Time	**Job Code:**	
Department:	Security	**FLSA Status:**	Non-Exempt
Reports To:	Security Supervisor		

Position Overview:

The Hay-Adams Security Department provides the hotel's clients and their guests, as well as the employees, an atmosphere of confidence and trust. The Hotel has a legal duty to provide reasonable care for the protection on its guests and their possessions while also maintaining the safety and security of the hotel and its property.

Essential Duties and Responsibilities:

1. Perform all duties as assigned on a daily basis by the Security Supervisor.
2. All staircase fire doors shall be inspected daily to ensure 100% closure performance.
3. All staircase and fire exit pathways shall be checked daily to ensure all lights are working.
4. Inspect all storage areas where hazardous materials are stored for safety and properly labeling pursuant to the OSHA Guidelines as recorded in the MSDS binder.
5. All incidents shall be entered in Daily Communications Log Book.
6. Security Camera Tape shall be changed after each shift and recorded in daily log.
7. Monitor the employee entrance and all vendor and laundry deliveries entering and leaving the building.
8. The on duty security officer will politely challenge contractors and strangers who enter the building, ascertain their business, contact the person they wish to visit and, if approved, direct them to that department.
9. Security will issue employment applications for those seeking jobs and direct such persons to the job listings posted on the bulletin adjacent to Human Resources. No person is to go directly to Human Resources or any other department without first being announced via phone to that department and then be met at security by the person they are to meet.

Qualifications:

To perform this job successfully an individual must be able to perform each essential duty to a satisfactory standard. The requirements listed below are representative of the knowledge skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

High School diploma, general education degree. SPO certificate from college and related experience and/or training; or equivalent combination of education and experience.

Note:
This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

The Hay-Adams Hotel offers competitive salaries and excellent benefits, including medical, dental, vision and 401K retirement plan.

EEO Employer

Please submit your resume and cover letter to: hrmanager@hayadams.com or fax 202.639.9743