



**LOS
ANGELES
LGBT
CENTER**

Position: Security Officer #255959
Program: Security
Department: Facilities
Reports to: Facilities Supervisor
Compensation: \$16.00 per hour, plus \$0.60 per hour Shift Differential Premium for hours worked on weekends, \$0.75 per hour for hours worked between 2pm-10pm and \$1.00 per hour for hours worked between 10pm-6am
Schedule: Tuesday-Saturday 2:00pm-10:00pm
Status: 100%, Full-Time, Non-Exempt, Union
Probation: 90 days
Benefits: Medical, Dental, Vision; also including Life Insurance, Long-Term Disability, Employee Assistance Program, and a 403(b) Retirement Plan

Center's Mission:

Building a world where LGBT people thrive as healthy, equal, and complete members of society.

DEPARTMENT SUMMARY: The Facilities Department is a team of over 80 employees responsible for the safety, security, maintenance, and cleanliness of the Centers' ten locations throughout the Los Angeles area. These facilities cover a wide variety of uses including medical facilities, residential facilities, community rooms, theatres, offices, industrial kitchens, and a coffee shop. The Facilities Department is a great team with hardworking people who enjoy maintaining a wonderful atmosphere for clients and staff who are looking for a community to belong to.

ESSENTIAL FUNCTIONS:

- 1) Ensure that the grounds and facilities are safe and secure for staff and clients;
- 2) Patrol the grounds and parking lot at regular intervals;
- 3) Escort unruly people off the property and call for police assistance when needed and appropriate;
- 4) Monitor security systems, panic buttons and fire alarm systems;
- 5) Ensure proper closing and securing of the facility and the surrounding grounds;
- 6) Make sure no one remains in the building (check bathrooms and group rooms, as well as departments) after closing;
- 7) Check and lock all doors, parking lots & drive ways, turn off fans, lights, and all-day use equipment, activate alarm systems and secure building;
- 8) Complete daily shift change, incident reports or other paper work, as directed, reporting all security activity, as well as read previous entries and memos to security;
- 9) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Minimum 1-year work experience as a security guard;
- 4) Must have a demonstrated ability to deal with unruly people in a firm and non-antagonizing manner;
- 5) Availability to work a rotating shift and weekend as scheduled;
- 6) State of California Guard Card, required;
- 7) Current CPR Certificate, preferred;
- 8) Must be sensitive to the needs and concerns of the gay, lesbian, bisexual, transgender, people experiencing homelessness;
- 9) Bilingual skills, a plus (English/Spanish fluency preferred);
- 10) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1118 McCadden Place, Los Angeles, CA 90038

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

The Center has implemented a policy requiring all staff to be fully vaccinated against COVID-19 as a condition of employment, subject to applicable federal, state and local laws. For more information, please contact tyamato@lalgbtcenter.org