

Job Description

Job Title:	Security Guard	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Market Facilities Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	16-40 hrs. a week
Starting Pay:			

Basic Function

To be responsible for overseeing the security of the Authority's grounds, for overseeing the schedule of the Authority's security guards, and for reporting issues and scheduling gaps to the Market Facilities Manager.

Responsibilities

1. Observe and report any safety and security issues to the Facilities Manager and/or to the Executive Director or local authorities when necessary.
2. Maintain knowledge of up to date post orders, and review them regularly.
3. Follow and uphold the post orders in daily shifts.
4. Recommend changes to post orders to the Security Supervisor when appropriate.
5. Maintain knowledge of the up to date record of delivery licenses, unpaid delivery fees, and companies who cannot deliver.
6. Facilitate the collection of truck delivery fees and unpaid delivery fees.
7. Turn away or alert management of any disqualified companies that try to deliver.
8. Perform such other related duties as may be assigned from time-to-time by the Market Facilities Manager or Security Supervisor.

Skills

Oral Communication Skills	Problem Solving
Interpersonal Skills	Planning
Computer Literacy	Professionalism

Education/Training

Degree: High School Diploma of Equivalent

Experience: Prior experience in security necessary.