SUFFOLK COUNTY
VANDERBILT
Mansion | Museum | Planetarium

NEW EMPLOYMENT OPPORTUNITIES
Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Security Guard/Part-time

Summary: The Suffolk County Vanderbilt Museum and Reichert Planetarium is seeking a reliable part-time Security Guard to join our team and provide a secure environment for our staff and visitors. The primary function of the Security Guard will be to monitor the buildings and property, respond to emergencies and render any assistance needed, investigate incidents and prepare written reports.

Location: Suffolk County Vanderbilt Museum and Reichert Planetarium, 180 Little Neck Rd., Centerport, NY 11721

Status: Non-exempt
Range: $21.00 to $24.00 per hour

Hours: Year-round part-time position, Saturday and Sunday, 3 PM – 11 PM shift

Duties and Responsibilities include the following:

- Direct parking of visitors' vehicles according to established parking regulations.
- Screen guests and vendors arriving to the premises.
- Escort visitors, vendors and contractors, as necessary.
- Transport visitors via golf cart.
- Disseminate packages and mail among various departments.
- Patrol grounds and buildings looking for signs of suspicious activity.
- Secure gates, lights and doors in buildings.
- Ensure all buildings are locked after last employees exit for the evening.
- Report disturbances or suspicious circumstances to Security Supervisor.
- Monitor alarm systems and video cameras.
- Respond to and assess security alarms or emergency alarms, emergency situations and medical aid.
- Prepare daily reports or log data concerning daily activities.
- Write incident reports, as necessary.
- Keep work area in security guard booth neat and tidy.
- Must be available to work weekends as stated.
- Perform other related duties as assigned.

Skills:
Ability to interact in a calm and professional manner
Excellent customer service skills
Excellent verbal communication and interpersonal skills
Working knowledge of the basic rules of good conduct as expected on public grounds and in public buildings
Ability to stand and walk for long periods of time while patrolling the premises

Experience:
Security experience (Preferred)
NYS Security License/Guard card (Preferred)
Prior experience in law enforcement A+
Possession of a valid NYS Driver License at time of appointment (Required)
Trained in CPR/AED/First Aid A+

Smoking is prohibited on Suffolk County property.

The Suffolk County Vanderbilt Museum and Reichert Planetarium is an Equal Opportunity Employer.