

Central Catholic High School is seeking a Safety and Security Officer. This individual must be visible on campus and maintain open and effective lines of communication with students, parents, staff, and visitors while serving as a positive role model.

The part-time security officer will have the following responsibilities:

- Monitor admission and sign-in procedures for all parents and guests
- Supervise and monitor school grounds and other designated areas during arrival and departure of students
- Monitor the campus physically, by patrol, and via the school's internal video system
- Initiate and maintain safety and security records and reports
- Successfully resolve conflict while using good judgement
- Respond, react well, and assist in an emergency as well as matters of enforcement of school code of conduct
- Establish priorities, work independently, and meet objectives with minimal supervision
- Participate in drills and actual events of fire, tornado, lockdown, or evacuation
- Maintain strict confidentiality in all matters

The ideal candidate will: 1) be able to work different shifts, including weekends, holidays and special events, 2) have a high school diploma or GED with at least 2 years experience as a security worker, 3) have a valid driver's license, and 4) pass a BCI/FBI background check prior to employment. Successful candidates must also have the willingness to support the mission and vision of Central Catholic High School.

Applicants should send a resume and cover letter with hourly wage requirements to [jobs@centralcatholic.org](mailto:jobs@centralcatholic.org). Resumes will be reviewed in order of receipt until the position has been filled.