

Position Available: Substitute Security Guard

The Huntington Public Library is seeking a responsible and reliable part-time security guard sub to work in both of our library buildings. The job responsibilities include but are not limited to:

- Provide and maintain a safe environment for patrons and staff.
- Patrol buildings and grounds.
- Ability to safely and calmly evacuate buildings when necessary.
- Open and close buildings including locking and unlocking and setting security alarm.
- Ability to defuse altercations in a professional manner.
- Exhibit positive customer service techniques.
- Ability to act quickly and decisively.
- Ability to deal with patrons and staff in a courteous and professional manner.
- Willingness to work collaboratively with co-workers and other departments.
- Must be computer literate to view cameras, use room booking software, on-line scheduling, mobile apps, and incident and accident reporting.
- Ability to write up incident and accident reports.
- Must have transportation and be able to travel between two buildings and work in two buildings.

Requirements:

New York State Driver's License, reliable car and cell phone, New York State Security License, CPR and AED training. (Training will be provided if needed. All must be maintained throughout employment.)

Hours needed include afternoons, evenings, Saturdays, and some holidays.

Salary starts at \$16.68 per hour as per CSEA union contract.

If you are interested, please email your resume to Rocco Aloe, Head of Security, at rocco_aloe@huntlib.org by July 8, 2022. Please include at least two (2) references.