



**Job Title: Life Center Security and Facility Staff**  
**Reports To: Life Center Building Manager**

**FLSA: Hourly / Non-Exempt**  
**Full Time: 36 hours/week (\$20 DOE)**

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### **Organization Overview**

Founded in 1961, House of Neighborly Service (HNS) assists and advocates for people challenged by the effects of poverty or situational crisis by providing essential services to stabilize households and prevent crises.

The Life Center, established in 2014, is a collaborative hub for nonprofit ministries and organizations working together to strengthen families, change lives, and positively impact the community. The Life Center is owned and operated by House of Neighborly Service.

### **Position Overview**

The Security and Facilities Staff plays a vital role in maintaining a safe and welcoming shared space. This team member manages building access, ensures onsite security, and supports daily operations. As a visible point of contact, they assist guests, tenants, and staff while overseeing events, deliveries, and facility upkeep. This role is ideal for a dependable, composed individual dedicated to fostering a secure and hospitable environment.

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### **Key Responsibilities**

#### **1. Building Safety and Security**

- Maintain a safe and secure environment for clients and staff
- Implementation of risk management plans and procedures
- Implementation of emergency protocols and policies
- Hourly building checks, internally and externally, checking security and safety
- Implementation of emergency response protocols and assist in evacuations or lockdowns when necessary
- Stay up to date on safety best practices, de-escalation techniques, local outreach efforts, and security trends through proactive training. Maintain awareness of local issues by staying connected to community resources, law enforcement, and security professionals
- Maintain clear communication with the Life Center Building Manager regarding safety concerns, incidents, or building issues

#### **2. Facility Management**

- Assist with donation unloading for HNS departments and programs
- Lift and move furniture, boxes, or equipment to support daily operations and event needs
- Assist with setup and tear down for scheduled events, trainings, and meetings in shared spaces as needed

### **EQUAL EMPLOYMENT OPPORTUNITY**

House of Neighborly Service (HNS) is dedicated to the principles of equal employment opportunity to all individuals based on job related qualifications and ability to perform a job, without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, genetic information, or any other applicable status protected by state or local law. HNS will provide reasonable accommodations for qualified individuals when appropriate.

## Qualifications

- Understanding of HNS and the Life Center's missions and positively represent both internally and externally
  - Security or law enforcement experience required
  - Excellent organization, time management, critical thinking and team partnership skills
  - Demonstrated ability to handle conflicts and challenging situations with professionalism and calmness
  - Excellent communication and interpersonal skills
  - Ability to demonstrate basic computer skills and knowledge of Microsoft Office, including the ability to navigate and operate security systems software
  - Flexibility to work a varied schedule, including evenings, weekends, and holidays as needed.
  - Physical ability to:
    - Reach, balance, walk, crawl, stoop, kneel, crouch, and climb ladders
    - Exert up to 100 pounds of force occasionally
    - Ability to lift 50 pounds frequently, and 20 pounds consistently
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## Culture

- Approach daily tasks, projects, and follow-up communication with energy and thoroughness
- Show respect and appreciation for others, including HNS and Life Center clients and partners
- Arrive to work and meetings early

## Servant Leadership

- Genuine interest and action in helping others
- Genuinely and consistently treat co-workers, donors, and Life Center partners like they are the most important person including eye contact, a smile and a genuine "Thank you"

## Teach-ability

- Consistent eagerness to learn, listen, apply knowledge and accept feedback
- Strong initiative and vision for continuous improvement while contributing to a positive team atmosphere

## Dress Code

- Meets HNS dress and grooming expectation in support of professional, clean and welcoming environments for donors, volunteers, and co-workers (see employee handbook)

## Efficiency

- Demonstrate pride and ownership of their work while meeting expected deadlines

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Staff

Date

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Human Resources

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