



Title: Security Officer

Department: Business Management Services

Location: Newark, NJ

Essential Functions:

- Ensure security concerns at contract site are addressed and reported appropriately
- Maintain availability for prompt response to Security Officers request for assistance
- Patrol building and grounds of assigned establishments
- Examine doors, windows, and gates to determine that they are secure
- Warn violators of rule infractions, such as loitering, smoking, or carrying forbidden articles, and expels persons engaging in suspicious or criminal acts
- Inspect equipment and machinery to ascertain if tampering has occurred
- Watch for and report irregularities such as fire hazards, leaking water pipes and security doors left unlocked
- Observe departing individuals to guard against theft of company property
- Sound alarm or call police or fire department by telephone in case of fire or presence of unauthorized persons
- Permit authorized persons to enter property
- Register at watch stations to record time of inspection tours
- Regularly required to stand and walk and talk
- Occasionally required to lift and/or move up to more than 10 pounds

Employee Qualifications:

- ***Must be vaccinated for COVID-19***
- SORA License

Part-Time or Full-Time positions offered

Benefits:

- 401k
- Life Insurance

About Hudson Community Enterprises

HCE is a not-for-profit that has been providing training and employment opportunities for persons with disabilities for over 60 years. HCE operates five enterprise businesses, including building management services, Electronic Content Management (ECM)/document scanning, document shredding, digital printing and packaging and fulfillment. Each of these businesses employs persons with disabilities and other barriers to employment, *many of whom have been provided workforce development/training and vocational rehabilitation through HCE.*

TO APPLY, CONTACT HCE HUMAN RESOURCES
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