



Notice of Open Position

Title: Security Officer
Location: Honolulu, HI
Reports to: Security Manager
Status: Part time, non-exempt

The mission of the Doris Duke Foundation for Islamic Art is to improve the quality of peoples' lives through the study, understanding and appreciation of Islamic arts and cultures.

JOB SUMMARY

Security Officers are primarily responsible for maintaining security of the property, safeguarding its contents, and supervising the personal safety of staff and visitors. They provide welcoming visitor services and interact frequently with co-workers and visitors while ensuring that security and safety policies and procedures are understood and followed.

ESSENTIAL JOB FUNCTIONS

- Maintain constant awareness of current conditions and respond to all alarms and emergencies in accordance with written procedures;
- In response to security violations, contact the Security Supervisor and provide detailed written reports;
- In an emergency, follow procedures and contact appropriate parties (i.e., ambulance, police, fire department and other staff); await their arrival and direct them to the scene of the incident;
- In response to a foreseeable disaster, assist with disaster preparation; also assist with post-disaster response in accordance with written procedures;
- Oversee guided tours and assist visitors and guides with tour program activities, including but not limited to greeting visitors cordially, checking bags, locating restrooms, etc.;
- Provide assistance for on-site programming (e.g., salons, convenings, symposia, etc.) from planning to implementation and breakdown;
- Operate and monitor security control panels, closed circuit television, alarms, fire sprinklers and related security and safety equipment to provide property and visitor surveillance;
- Maintain logs and records, including but not limited to shift logs, daily reports, incident and injury reports;
- Patrol assigned areas including interiors, exteriors and perimeters; check for suspicious conditions or occurrences;
- Inform and enforce operations, security and safety policies, rules and procedures for all buildings, grounds, infrastructure, collections, staff and visitors;
- Serve as a positive, friendly and supportive representative of the DDFIA at Shangri La;
- Assist with grounds, maintenance and housekeeping duties as requested;
- Maintain radio communications with security and other staff;
- Permit authorized personnel and visitors to enter property; direct visitors where to park;

- Issue and control keys;
- Open, secure and close the buildings as scheduled;
- Receive incoming and dispense outgoing mail; deliver mail to Administrative Office;
- Other reasonable tasks as requested by management.

QUALIFICATIONS

- Two+ years of general experience in security, law enforcement, or military police;
- High school degree or equivalent preferred;
- Valid guard license for the State of Hawaii;
- Ability to take direction, learn, understand and implement specific processes and procedures to ensure the security and safety of Shangri La's staff, visitors, buildings, grounds and collection;
- Ability to use and care for all security-related equipment including computers, closed circuit TV and alarm systems to properly complete security forms and maintain logs and daily reports;
- Ability to use and operate safety and fire prevention equipment;
- Excellent visual attention to detail and ability to observe subtle changes in the physical environment;
- Ability to remain calm and respond immediately to an emergency;
- Strong verbal and written communication skills in English;
- Ability to work as a member of a team;
- Pleasant, respectful and courteous attitude toward staff and visitors;
- Ability to physically perform duties that require standing, walking and sitting for extended periods of time; traversing the five-acre property with uneven terrain; negotiating flights of stairs; lifting and carrying as much as 50 lb.; navigating property in adverse weather;
- Ability to work varying shifts, hours and days, including special events and emergency situations;
- Natural inclination to be flexible, honest, responsible, dependable, adaptable and friendly.

COMPENSATION and BENEFITS

- Competitive hourly rate;
- Medical and dental benefits with limited employee contributions for qualifying employees;
- Extra pay for working holidays;
- 401(k) plan with employer contribution equal to 15 percent of base pay.

HOW TO APPLY

Send resume with cover letter to hr@ddcf.org. Include your last name followed by "Security Officer" in the subject line.

No phone calls or in-person applications, please.

It is the policy of the Doris Duke Charitable Foundation to afford equal employment opportunity to all individuals, and we firmly adhere to the equal employment opportunity requirements of all states and localities in which we operate.