



**Church Of God In Christ, Inc.**  
**Office of Human Resources**  
 938 Mason Street  
 Memphis, TN 38126

<b>Job Title:</b>	Security Guard - Part Time	<b>FLSA Status:</b>	Non-Exempt
<b>Department:</b>	National Properties	<b>Reports To:</b>	Chairman, Trustee Board
<b>Location:</b>	Memphis, TN	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>	\$10 per hour	<b>Position Type:</b>	Part Time (2)
<b>Hours:</b>	May vary	<b>Date posted:</b>	May 11, 2021
<b>Will Train Applicant(s):</b>	Some on job training	<b>Posting Expires:</b>	Until filled

**Applications Accepted By:**

**E-MAIL:**

[hr@cogic.org](mailto:hr@cogic.org)

Subject Line:

(last name, first name) Resume – Security Officer

**MAIL:**

Paula C. Hearn

Human Resources

Church Of God In Christ, Inc.

938 Mason Street

Memphis, TN 38126

**Job Posting**

THE ORGANIZATION: Church of God in Christ, Inc. (COGIC) is a Christian organization in the Pentecostal-Holiness tradition. The membership is predominantly African-American with more than six million members. COGIC has congregations in over 100 countries around the world.

**JOB SUMMARY/OBJECTIVE**

The security agent's role is to support the safety and security of COGIC property and personnel.

**ESSENTIAL DUTIES AND MAJOR RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Conduct/patrol and make physical checks of all areas of assigned properties.
2. Monitor closed circuit television, check the perimeter, alarm system and fire and safety system.
3. Lock property entrances when required.
4. Monitor the security at Headquarters and respond to security calls when necessary.
5. Assist Human Resources with responding to accidents, incidents and contacting EMS.
6. Assist employees and guest during emergency situations.
7. Notify appropriate agencies and supervisors in the event of accidents or other attacks.
8. Defuse and handle all interruptions and security related complaints.
9. Resolve safety hazard situations or incidents.
10. Escort any unwelcome person(s) from the property without interrupting the orderly flow.
11. Call for assistance (MPD, MFD, EMS) when needed.

12. Complete an Incident Summary and Daily Activity Report as needed.
13. Conduct interviews and gather information that is relevant to security situations or circumstance.
14. Follow all Security Policies and Procedures: report accidents, injuries and unsafe work conditions to manager or supervisor, complete training and obtain certifications.
15. Maintain licensing and registration requirements.
16. Ensure that uniforms and personal appearances are clean and professional at all times.
17. Maintain confidentiality of proprietary information and protect the company's assets.
18. Develop and maintain a positive working relationship with others and support common goals of the team.
19. Perform other related duties as required and assigned.

### **SUPERVISORY RESPONSIBILITY**

This position does not have responsibilities for managing others.

### **WORK ENVIRONMENT**

This job operates in a professional office environment. This job will require some weather exposure while conducting campus-wide security and safety checks.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; climb stairs; The employee must occasionally lift or move up to 40 pounds. Specific vision abilities are required for the job.

### **EXPECTED HOURS OF WORK**

Hours will be assigned by the supervisor.

### **REQUIRED EDUCATION AND EXPERIENCE**

- Must have a high school diploma or GED equivalent or at least, with proof and documentation three years of private security experience or minimum of one year of law enforcement training.
- Must be at least 21 years of age. Applicant must be able to obtain a TN Private Protective Security Registration Card (Certificate) issued by the state of Tennessee Dept. of Commerce and Insurance.
- Must complete 4 hours of general training administered by a certified trainer who is commissioned and authorized by the state of Tennessee under TCA 62-35-126. Must have knowledge of legal issues and procedures of security measures pertaining to security company and/or property security.
- Must have a valid driver's license.
- Must pass an examination in each course of training as listed below:
  - Orientation one (1) hour;
  - Legal powers and limitation of a security guard/officer: one (1) hour;
  - Emergency procedures: (crowd control and conflict resolution) one (1) hour;
  - General security duties: (securing property, surveillance techniques and reporting process) one (1) hour

**WORK VALUES – COGIC IMPACTS**

**Integrity-** The quality of being honest and having strong moral uprightness.

**Measurable Results** – Establishing SMART goals to highlights success.

**Passion** - Self-driven attitude about your work that leads to success.

**Adaptability** –The ability to adjust to new conditions.

**Collaborative** – Working together to create something or produce solutions.

**Timely** – Doing things at a favorable or useful time; expedient.

**Service Oriented** - Providing outstanding service and support to COGIC & external vendors/agencies.

**EEO STATEMENT**

COGIC is an Equal Opportunity Employer.

**BACKGROUND CHECK**

Job offers at COGIC are conditioned upon background checks.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.