



Job Description

Job Title:

Security Officer

Reports To:

Facility Security Director

Direct Reports:

N/A

Emergency / Absentee Backup:

Security Officer

Job Summary:

Security Officer is responsible for maintaining a secure environment by patrolling and monitoring premises, personnel and visitors.

Essential Duties and Responsibilities:

- ✓ Greets visitors and registers them at gate per SOP. Contacts proper personnel to escort them inside the facility.
- ✓ Greets vendors and truckers, opens gate to allow entrance and exit, and controls traffic to and from building grounds.
- ✓ Maintains and performs “Security Inspection Checklist” daily per SOP.
- ✓ Secures premises and personnel by patrolling property, building, and door access points.
- ✓ Maintain daily log of employees on/off property.
- ✓ Maintain safe employee entrance & exit walkways; perform removal of debris and snow as needed.
- ✓ Maintain a clean guard house and area around it.
- ✓ Answer telephone and transfer calls accordingly.
- ✓ Prevents losses and damage by reporting trespassers to the proper personnel.
- ✓ Completes accident reports when applicable.
- ✓ Assists Human Resources with termination procedure
- ✓ Be flexible to work in any and all BioSpectra facilities (Bangor, Stroudsburg etc.)
- ✓ Other duties may be assigned as deemed appropriate

Qualifications:

- ✓ Must have experience in law enforcement or armed security
- ✓ Preferred State Certified Agents (Act 235)
- ✓ High school diploma or equivalent
- ✓ Good working knowledge of security operations, safety practices in a business environment and enforcement procedures
- ✓ Ability to communicate effectively both orally and in writing with management, to understand and follow standard operating procedures, to perform duties in a professional manner and appearance, to write and investigate required reports; to make independent and good judgment decisions within proper policy and procedures.

- ✓ Must be able to read, write, speak, and understand English
- ✓ Ability to learn cGMP, QA program and Safety programs.

Physical Requirements:

- ✓ Stand, Walk, or Sit for extended periods
- ✓ Climb, crawl, bend, twist, carry, reach, push, pull, and lift throughout shift
- ✓ Work around chemicals and/or hazardous materials

Work Schedule & Hours:

- ✓ Non-Exempt Position
- ✓ 8 – 12 Hour Shifts, 5 Days a Week, or other agreed upon documented schedule
- ✓ Ability and willingness to work from all BioSpectra facilities