

PLIMOTH PLANTATION JOB DESCRIPTION



Department: Operations
Job Title: Security Officer
Reports to: Director, Facilities
FLSA Status: Non-exempt
Position: Year-round, Full-time or Part-time
Supervises: None

Primary Responsibility: To secure all buildings at the designated time and to provide a visual presence at all times.

Major Duties and Responsibilities:

- Make periodic checks of all museum building, check security alarms, boilers and thermostats.
- Monitor the well-being of our animals.
- Lock and unlock all buildings and gates according to provided schedule.
- Respond to in-coming calls after business hours.
- Respond to staff requests for assistance.
- Assume control in emergencies.
- Occasionally work with outside law enforcement and governmental agencies.

This description focuses on the primary duties of the position. It is not designed nor intended to include all duties in satisfactory performance of the position.

Qualification requirements: Interact with the public, Creative Gourmets staff, function guests and local residents in a professional manner. Must have good judgment, common sense, and the ability to act quickly in emergency situations. Must have valid driver's license. Must be willing to undergo a background check.

Work Environment: There will be extremes in weather while working outside.

REQUIRED SKILLS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The skills, knowledge, abilities and personal characteristics that are essential to this job are:

- Reliability, dependability and punctuality.
- Patience and imperturbability.
- Excellent interpersonal skills are essential. A good sense of humor will help to keep everything in perspective.
- Ability to follow simple directions.
- Attention to detail.
- Personal accountability.
- Being courteous.

- Honesty.
- Ability to work safely.
- Possess a great degree of dexterity.
- Ability to communicate skillfully with a wide range of people from different cultural and social backgrounds.
- Ability to communicate skillfully with people of varying ages, language skills and physical abilities.
- Ability to interpret and apply the information you learn.
- Fluency in English, strong verbal skills, and ability to communicate clearly and engagingly with guests and colleagues.
- Ability to communicate effectively in writing is essential.
- Assume leadership role in initiating and advancing team programming.
- Capacity to analyze, synthesize and accurately discuss varied primary and secondary historical sources, both documentary and material.
- Ability to work independently, without direct supervision.

CORE COMMITMENT

Whether part-time or full-time, year-round or seasonal, all staff and volunteers at Plimoth Plantation advance the museum's educational mission and strategic goals; they uphold the museum's core values and principles in their work and in all their interactions with the public and coworkers. This commitment

helps to ensure that Plimoth's reputation for excellence is maintained and that we, as stewards of the museum, are helping to create a relevant and sustainable future for Plimoth Plantation. The core principles that guide us in our work are:

- **Safety and Comfort:** Conduct yourself and your work at all times in a manner that helps to ensure the safety and comfort of all guests, staff, animals and museum property.
- **Compassionate Customer Engagement:** Plimoth Plantation exists to serve the public. It is their interest, goodwill and generosity that support the museum's mission. Each and every one of us commits to consistently provide our guests with the museum's unique brand of compassionate customer engagement.
- **Professional Excellence:** We believe in continual improvement and we strive for excellence in all aspects of our work every day. We approach our work with earnestness, vigor and the express purpose of providing enriching experiences for our guests.
- **Practice Personal Accountability.** Within the scope of your position, be personally accountable for improving the guest experience and for creating a rewarding, enjoyable workplace for yourself and your colleagues.
- **Advance a Culture of Philanthropy:** In addition to earned revenue, Plimoth Plantation relies on support income (fundraising) from a variety of sources. This includes individual donors, private foundations and government agencies. Philanthropy strengthens and sustains the Museum.
- **As a 501(c)(3) charitable organization,** it is essential that staff at all levels of the organization understand Development as a vital tool that advances the Museum's mission, strategic objectives and highest ideals.
- **Teamwork:** We value the satisfaction and fun that comes from working together toward a common goal or vision. Each of us takes responsibility for creating a collaborative, competent, cooperative environment and ensures that every team member has the opportunity to contribute to the success of the team.