**FLEMINGTON-RARITAN REGIONAL SCHOOLS   
JOB DESCRIPTION**

**TITLE: District Security- Part-time**

**QUALIFICATIONS**:

Minimum:

1. Satisfactory physical condition so as to be able to walk up steps
2. Valid New Jersey driver’s license in good standing.
3. Education or practical experience/knowledge in school or plant maintenance for doing security.
4. Must be able to speak fluent English and communicate with district personal.
5. Must have and use your own personal cell phone.

**REPORTS TO:** Facilities Manager

**JOB GOAL:** To provide the district with safe and secure facilities.

**PERFORMANCE RESPONSIBILITIES:** In order to fulfill his/her professional responsibilities, the Security person shall inspect and report any information to the Facilities Manager/Designee.

1. Conduct weekend inspection of all facilities and grounds as directed
2. Work 2hrs Friday 2:00pm to 4:00pm 2hrs Monday8:00am to 10:00am 5hrs Saturday 5hrs Sunday including all Maintenance holidays
3. Be self motivated
4. Be able to write clearly and document all information
5. Follow oral and written instructions in performing their duties
6. Maintain school-owned vehicles
7. Respond to all emergency situations quickly and effectively
8. Complete a work log of activities each day and submit the log to the Facilities Manager
9. Establish and maintain working relations with supervisors, and fellow workers
10. Clean and maintain garage and offices
11. Perform all other duties assigned by the Facilities Manager

**TERMS OF**

**EMPLOYMENT:** Salary to be determined by the Board of Education.

**EVALUATION:** Evaluation will be based on observations of the Facilities Manager. A written evaluation and conference will be held annually with the individual, and the report will be filed in the personnel file of the employee.

Approved by: Flemington-Raritan Board of Education

Date: \_\_\_\_\_\_\_\_\_\_June 20, 2011\_\_\_\_\_\_\_\_\_\_\_\_\_