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## SECURITY ATTENDANT

**We love what we do, because what we do matters and makes a difference.** The River Food Pantry is Dane County's busiest direct provider of free groceries, meals and clothing. The River services more than 1,000 families each week, through our combined programs, which includes our mobile lunch program.

**Are you looking for a job that makes a difference?** We are looking for a part-time Security Attendant to provide a safe and secure environment for clients, volunteers and staff before, during and after open pantry sessions.

### The Job

- Direct traffic as needed in the designated parking areas.
- Direct vehicles where to park and maximize the available space, while keeping traffic flowing.
- Ensure that appropriate cones, signage, barricades and other parking lot equipment is in place.
- Direct pantry clients from the parking lot to the entry line.
- Maintain professionalism and courtesy in interacting with pantry clients.
- Circulate among pantry clients and preserve order while they wait in line to enter the facility.
- Provide a general security presence during pantry sessions.
- Monitor for any unattended vehicle containing small children or pets that could be harmed by exposure to excessive heat, cold, or lack of ventilation.
- Ensure the security and safety of clients as they leave the pantry and retrieve their vehicles. Provide assistance as required.
- Assists in enforcing rules and regulations by monitoring client behavior and activities.
- Perform other duties as assigned.

### Qualifications

- High School diploma or equivalent
- Experience in facility security or law enforcement

### Skills, knowledge and experience

- Good work habits, such as attendance, punctuality, accountability, thoroughness and resourcefulness.
- Must be able to work with minimal supervision.
- Must be able to perform in a busy environment.
- Good observation skills.
- Must have demonstrated ability to interact cordially and communicate with the public.
- Knowledge of public safety and security procedures.
- Ability to maintain composure and patience in dealing with the public who may become agitated about parking, waiting in line, etc.
- Knowledge of general parking and traffic flow practices.
- Ability and willingness to work a flexible schedule including nights.
- Good judgement and discretion to resolve conflicts and emotionally heated situations.

### Physical demands

- Ability to work outside in all weather conditions

Hourly rate \$13-15/hour. Must be able to work a flexible schedule including three evening per week. You will be contacted if your qualifications are a good match and you are selected for an interview.

**The River Food Pantry, an equal opportunity employer, values diversity and is committed to providing an environment free from discrimination and harassment as defined by federal, state and local law.**