

Anoka Hennepin Independent School District #11

Position Standard

Community School Program – Building Security

Community Schools programs provides a variety of enrichment, recreational, and athletic activities for children and adults in the areas of aquatics, adult literacy, and learning readiness, and also coordinates free or low-cost rental of school facilities. The program is located in all elementary and middle schools throughout the District.

Building Security provide general supervision and security of buildings for district and community use during non-school hours (after school hours, evenings, weekends, holidays, and non-school days) to assure a safe and orderly use of the Anoka-Hennepin School buildings.

Essential Functions:

- Provide general building supervision and security during Community Education sponsored programs, rental events, and activities.
- Assure areas are locked or unlocked as appropriate.
- Assist public with information and provide directions and other assistance as needed.
- Work with audio/visual equipment/computers as necessary.
- Perform other duties as assigned.

Minimum Qualifications:

- High School Diploma or equivalent and a minimum of one year relevant work experience.
- Good interpersonal communication skills.
- Excellent customer service skills.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 20 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building.

Preferred Qualifications:

- Experience with building management and/or building security preferred.
- Familiarity with Anoka-Hennepin School District facilities preferred.
- Previous experience with community school activities preferred.
- CPR/First Aid/AED certified preferred.
- Other emergency management related training and/or experience preferred.

Physical Factors:

Frequent: standing, walking, repetitive foot, talking, hearing, and visual accommodation;
Occasional: sitting, lifting below the waist, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, squatting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, feeling, and smelling.