



## Portland Japanese Garden seeks Full-Time Security Officer

### Position Overview

The Portland Japanese Garden strives to maintain a welcoming environment where visitors can be comfortable and free from concern. Security Officers at the Garden will have strong customer service skills and a friendly, helpful demeanor. They will be required to help protect the visitors' positive experience during open hours and to protect the Garden, staff, and assets at all times. The Security Officers control the main vehicle entrance gate, patrol the grounds, respond to emergencies, and carry out other assigned duties. The Security Officers report to the Operations Manager for Security.

We are looking to fill the following shifts:

- Sundays – 1300-2230 (9.5 hours)
- Wednesdays – 1300-2230 (9.5 hours)
- Thursdays – 1300-2230 (9.5 hours)
- + minimum of 9.5 hours of flex shift every week for a minimum of 38 hours every week

### Primary Duties

- Create a safe, friendly environment for patrons and employees while keeping a positive attitude
- Become familiar with and enforce site policies and procedures
- Observe and report incidents, criminal activities, or hazardous conditions as they arise.
- Lock, unlock, and alarm facilities
- Control vehicular traffic entering site
- Work cooperatively with other Garden departments and staff
- Maintain good working relationships with external security providers and law enforcement
- Perform regular sweeps of grounds and facility
- Write daily activity reports and incident reports to submit for review
- Keep work area clean and report any maintenance and/or damage concerns to appropriate manager
- Other duties as assigned

### Other Responsibilities

- Familiarize oneself with the organization and the Employee Handbook
- Get to know fellow staff members, developing trust, establishing credibility, encouraging teamwork, and creating an atmosphere of open, honest, two-way communication
- Maintain a high level of professionalism in manner and appearance
- Adhere to Garden Dress Code and wear Garden uniform

### Qualifications

- Minimum one (1) year of experience in security industry
- Current [DPSST certification](#) preferred, or ability to become certified prior to starting
- Proficient in using PC and MS Office (Outlook, Word, and Excel)
- Able to read, write, and communicate proficiently

## Special Requirements

- Must be able to work a flexible schedule including evenings, weekends, and holidays
- Must be able to remain in a stationary position and/or move about the Garden for several hours in all weather conditions
- Ability to lift, carry, push, or pull up to fifty (50) pounds

## Compensation & Schedule

- \$15.00 - \$15.50/hour, DOE
- This is a full-time, hourly position, with at least 38 hours per week. Shifts are typically 9.5 hours, which includes a ½ hour lunch.
- Benefits: health, dental, and vision insurance (premium 100% covered for employees); 401k plan (after 1 year of service, with 4% employer match); paid vacation, sick, and holiday time.

## Applications

To apply, please email a resume, cover letter, your PSID #, and three work-related references to [humanresources@japanesegarden.org](mailto:humanresources@japanesegarden.org), with "Security Officer" in the subject line. Please no phone calls or hand delivered applications. **The position will remain open until filled.**

All submitted applications will be held in confidence.

## Organization Overview

The Portland Japanese Garden is renowned as the most authentic and finest Japanese garden outside of Japan. The Garden has a year-round staff of 85+ FTE's and 30+ seasonal staff, supplemented by over 200 volunteers. All of our staff play a vital role in helping our visitors experience the beauty and tranquility of the garden and expand their understanding of Japanese culture.

A few of the benefits our employees enjoy include:

- Working at a beautiful, authentic Japanese garden, overlooking the city
- Incentives for alternative transportation for your commute to work
- A workplace culture that prioritizes hiring and promoting from within
- Access to the Garden for you, your family, and your friends
- The opportunity to attend a variety of cultural events
- Reciprocal access to other area attractions, such as the Lan Su Chinese Garden, Portland Art Museum, and the Oregon Zoo

The Portland Japanese Garden is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.