



## GREATER ST. PAUL BAPTIST CHURCH OPEN POSITION ANNOUNCEMENT – SECURITY ASSISTANT

Greater St. Paul Baptist Church, “the Church for people on the grow”, has an immediate opening for a Security Assistant.

**Duties and responsibilities include, but are not limited to:** Ensure the physical security and safety of GSP members, staff, visitors, and properties; patrol GSP parking lots to prevent and detect signs of intrusion to vehicles parked thereon; maintain a safe environment for GSP members and visitors while attending GSP services and events, monitoring and authorizing entrance and departure of members, visitors, and staff and other persons to guard against theft and maintain security of premises; inspection and adjustment of security systems, equipment and machinery to ensure operational use and to detect evidence of tampering; warning persons of rule infractions and violations and apprehending or evicting violators from premises, working with local law enforcement as appropriate; serve as crossing guard to ensure safe access of GSP members, visitors, and staff between buildings.

**Qualified applicants for this position will possess:** A high school diploma or equivalent; minimum six months experience in a Security position; at least one year continuous work experience in service position with heavy people interaction. Demonstrated ability to talk to others and convey information effectively. Excellent work ethic with demonstrated dependability, reliability, and viable, verifiable employment references. Must be able to successfully pass background check.

**Physical Requirements and Working Conditions:** Must be physically fit and able to perform various physical duties associated with the position such as walking, bending, stooping, etc. Must be able to walk and stand for extended periods of time. Walking and standing are required during entire shift – except during rest and meal breaks. Must be able to climb stairs without limitations or assistance. Must be able to see details at a distance. Must be able to see details at a close range (within a few feet of the observer). Must be able to work outside for extended periods of time under all weather conditions. Must be able to handle objects weighing up to 50 pounds. Must be able to hear and speak to communicate in person or over the telephone and/or mobile radio.

Preferred: Current California Guard/Patrol Card. Helpful: Prior experience working in a religious (church) environment

**Salary:** Commensurate with experience. Greater St. Paul Baptist Church offers competitive salaries and other employee benefits to regular, full-time staff.

**Hours:** Sunday – 7:00 AM to 3:00 PM; Monday through Thursday – 6:00 PM to 10 PM. (Other times may also be required.)

**APPLICATION PROCEDURE:** Qualified applicants may mail resumes to:

Human Resources Department  
Greater St. Paul Baptist Church  
1918 Martin Luther King Jr. Way  
Oakland, California 94612

Applicants may e-mail resumes to [hr@gspbc.org](mailto:hr@gspbc.org). Resumes may also be faxed to 510-452-1904.

Applicants may also pick up an employment application at the Greater St. Paul Administration Office located at 1918 Martin Luther King Jr. Way, Oakland, California during business hours – 9:00 AM to 6:00 PM weekdays.

**No phone calls please.**

**Greater St. Paul Baptist Church is proud to be an equal opportunity employer.**