

**AMERICAN FILM INSTITUTE  
JOB DESCRIPTION**

**POSITION:** Security Officer (Graveyard Shift)  
**DEPARTMENT:** Office Services  
**LOCATION:** Los Angeles/Campus

**PRINCIPAL RESPONSIBILITIES:**

The Campus Security Officer (Graveyard) is responsible for providing a safe and secure environment for staff, faculty, Fellows and visitors to the AFI campus during the Graveyard (11:00 p.m. – 7:00 a.m.) shift.

The Security team is the first line of response to any unsafe situation that may arise by providing direct protection, conflict management and related public service.

**PRINCIPAL DUTIES:**

- Provide a visible deterrence to crime, prohibited activities or suspicious activities on campus, driveway and shared walkway.
- Provide ongoing inspections of the campus, reporting unusual activities and incidents and intervening (with force if necessary) to remove or detain potentially threatening elements.
- Observe campus and perimeter activities to identify and intercept suspicious or unauthorized individuals/vehicles and/or materials.
- Manage any arising conflict as efficiently and safely as possible. Certain crisis situations may require decisive action under extreme pressure.
- Perform hourly foot patrol of assigned post checking for unsafe conditions, hazards, unlocked doors, blocked entrance/exits and/or mechanical issues.
- Perform unlocking/locking procedures relevant to assigned post during final hour of patrol.
- Inspect buildings, grounds and perimeters to identify and report any exterior lighting outages or other potential hazards.
- Open and secure rooms and facilities as scheduled. Sweep each room to assess items of value. Any personal items left behind must be documented unless found in a common area. In which case, the item should be placed in the Lost and Found.
- Enforce AFI's parking policy as outlined in the Security Manual including issuing parking citations to individuals violating policy.
- Prevent unauthorized removal of AFI's equipment or materials.
- Respond to emergency and routine incidents; move quickly to location and effectively diffuse dangerous situations. Be prepared to directly confront hostile persons to protect lives and property.
- Investigate and report all incidents/accidents, theft and other security concerns. HR must be notified of all incident reports as soon as possible, and finalized reports must be submitted to HR upon completion and no more than 24 hours after the incident.
- Maintain radio communication with security personnel.
- Check and secure all areas upon campus closing and during shift.
- Monitor Security cell phone and respond to all calls. Coordinate any after business hours

- Monitor Security cell phone and respond to all calls. Coordinate any after business hours deliveries of production trucks, vehicles and/or equipment, including pick up of the same.
- Review identification and check keys out/in for the janitorial personnel. Ensure keys are returned to Security personnel upon completion of service.
- Monitor alarm systems and respond appropriately to sounding alarms including communicating with Tyco ADT, fire and/or law enforcement.
- Submit Daily Activity Report (DAR) by end of shift. Report to include all tasks performed and relevant campus activities observed during shift (i.e., parking violations, trespassers, lost and found, etc.).
- Serve as a member of the Emergency Response Team.
- Perform other duties and responsibilities as may be assigned.

**EXPERIENCE/SKILLS REQUIRED:**

- High School Diploma required.
- Minimum two years experience in Security Operations.
- Must possess a current Security Guard certification issued by the State of California or other licensing agency.
- Must possess a current pepper spray permit (or obtain one within 45 days of hire).
- CPR and First Aid Certification preferred.
- Training in the exercise of the powers to arrest desired.
- Ability to maintain professional composure when handling varied high-pressure situations including hostile persons.
- Ability to act effectively without immediate supervision in making judgments regarding policy and procedures.
- Skilled in observation techniques.
- Customer service skills with the ability to establish and maintain rapport with internal and external contacts.
- Proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Strong oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Ability to work independently and with minimal supervision.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.
- Computer skills with general knowledge in Microsoft Word, Excel and Mac Mail.
- Ability to work standing up for extended periods of time.
- Ability to run and/or climb stairs to respond quickly to emergency situations.
- Ability to work with sustained exposure to inclement weather; required to work in/or under conditions that require the use of protective gear with an awareness of personal safety and safety of others.

**SUPERVISION:**

The Security Officer (Graveyard) will perform all duties and responsibilities under the guidance and supervision of the Director, Campus Operations.

