



**Security Guard Position for Elderly/Disabled Multifamily Housing Complex – Quincy, MA**  
***Weekend Security Guard – Part-time role, 20-24 hours per week (Saturdays and Sundays)***

Security Guards will need to fulfill the following important duties and responsibilities:

- Monitor never surveillance cameras
- Communication with Management and Site Team
- Respond to alarms within the premises
- Respond to residents/guests as needed for emergencies
- Respond to the answering service as needed
- Documentation of all activities (nightly reports, photos, videos, etc.)
- Act as a resource to any first responders (police, fire, rescue)
- Patrol the premises regularly to ensure nothing is out of place
- Liaison between Management and local law enforcement in cases of suspected or reported criminal activity
- Perform scheduled and random checks of designated areas throughout the facility, indoor and outdoor, to check for any security breaches, AND patrol property and parking lots next door
- Assist Maintenance staff in securing an area during a maintenance emergency

Other duties may include:

- Delivery of resident notices while patrolling the hallways (as needed)
- Removal of items which do not belong on the site
- Perform checks of all hallways, stairwells, entry ways, and all common areas
- Security of laundry room, function room, library, chapel, offices, package room and other common area rooms
- Security of the parking areas, including communication with contracted towing company

Requirements:

- High School diploma, GED (at minimum, or higher education a plus.
- Prior experience a plus.
- Coverage needed for weekends, Saturdays and Sundays, 10:00AM to 10:00PM. Times can be flexible, but days are non-negotiable.
- Must have reliable transportation to arrive to work on-time.
- **Must have a clean criminal record.**

Interested parties should contact (617) 847-1818, or e-mail a resume to [kpine@marinabaymgt.com](mailto:kpine@marinabaymgt.com) for more information on how apply.