

### **Part-time Security Officer**

The Community FoodBank of New Jersey (CFBNJ) is a non-profit organization whose mission is to fight hunger and poverty in NJ by assisting those in need and seeking long-term solution. It distributes 50 million pounds of food a year to more than 1,000 non-profit programs, as well as more than 400 programs served by its Partner Distribution Organizations (PDOs). More than 4.7 million times a year, someone in need is fed by Community FoodBank of New Jersey's network of partner charities. A designated 501(c)(3) charitable organization, the Community FoodBank of New Jersey is a member of Feeding America, the nation's largest network of food banks, as well as a member of the New Jersey Federation of Food Banks.

The Community FoodBank of NJ is looking for a Part-time Security Office to join our Operations Team. This role will report directly to the Director of Operations and is located in the Hillside, NJ office. The hours of this position are 12:30 pm to 6:30 pm.

In this role, you will be responsible for security in and around the building. Under general direction, you will plan, direct and coordinate activities relating to the protection, safeguarding and security of company assets, associates and public. You will identify and resolve security related problems while conducting physical surveys of premise security, including security equipment condition. You will be responsible for the monitoring and searching of records from the Camera Surveillance System as needed. You will conduct and assist with preparing reports relating to internal investigations of any losses or violations of CFBNJ regulations, policies and procedures and logs all incidents, issues and concerns on Smartsheet system daily.

Qualified candidates will have at least three years of security experience. Ideal candidates include former law enforcement employees, former military a plus. Critical thinking, judgment and calm demeanor in order to review and solve security issues as they arise with the ability to properly handle emotional situations and needs are required. Excellent trouble shooting skills; with the ability to define problems, and resolve them quickly is essential for success, along with a positive, can-do attitude, excellent communication and interpersonal skills, a high degree of self-motivation and the ability to lead and manage multiple projects simultaneously.

Qualified candidates should send resume and salary history to [hrdept@cfbnj.org](mailto:hrdept@cfbnj.org).