

The Trenton Free Public Library is the bridge that connects the community to literacy, guides learning, and inspires curiosity. TFPL is the oldest library in New Jersey, founded in 1750 as the Trenton Library Company by Dr. Thomas Cadwalader. Benjamin Franklin is said to have purchased the library's first 50 books. Originally a subscription library, it became incorporated as a free public library as it is known today.

The Library is seeking a part-time, temporary, Security Guard to join our team. Under direction, patrols the grounds, buildings, and other areas and facilities of the library to provide protection to persons gathered therein from harm, and guards and protects public property against fire, theft, vandalism, and illegal or unauthorized entry; does other related duties as required.

### **Responsibilities**

Under the direction of the Library Director:

- Protection of Buildings, Contents, and Occupants from Hazards
- Visually inspects window bars, doors, locks, and other fixtures to ensure they are secure or properly locked and have not been tampered with to prevent theft, unlawful entry, and so forth.
- Patrols grounds on foot to detect hazards such as fire, theft, vandalism, and so forth.
- Sits and views a monitor screen or electronic surveillance board and remains alert to movement on screen which would indicate the presence of unauthorized persons or intruders in restricted area.
- Sits or stands at a post and maintains orderly flow of individuals on entering and leaving.
- Identifies employees and visitors entering or leaving the building by recognition of faces.
- Observes departing individuals who carry unusually large packages or bundles to prevent the theft of property such as office equipment, books, films, and so forth, and determines if the individual warrants searching.
- Observes individuals entering and leaving premises to ensure their safe and orderly conduct.
- Notifies other guard personnel to be on the lookout for a person or persons of a particular description.
- Gives verbal warnings to individuals of regulations such as those pertaining to disorderly conduct, loitering, smoking, or entry without proper passes to ensure enforcement of rules intended to protect the building and its occupants.
- Obtains a verbal description via telephone or walkie-talkie of person or persons present in the building who may present a potential danger.
- Tells occupants of building to evacuate premises and warns about impending danger from explosives, fires, and so forth to ensure an orderly and safe exit.
- Gives instructions to occupants for prompt evacuation and on designated safe area for assembly.
- Records observations on conditions in building or in assigned area reporting any unusual occurrence, property damage, or mishaps to visitors, and documents rule violations to provide a permanent record of incidents for police or other investigatory individual or to inform guard on next shift of past activities.
- Attends classroom training programs on work related topics such as bomb detection and first aid.
- Gives simple answers to persons who inquire about the location of persons or services available, physical layout of a facility, and so forth.
- Notifies other guard personnel to be on the lookout for a person or persons of a particular description.

**Certification:**

SORA License required

**Desirable:**

Bilingual (English/Spanish)

Interested candidates should email their cover letter and resume to [director@tfplibrary.org](mailto:director@tfplibrary.org), attention Rebecca FrancoMartin.