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## ***Safety Services/Security Officer (Day & Evening)***

**JOB:** Seasonal/Part-Time, Hourly (Non-Exempt)

**DEPARTMENT:** Municipal Services

**REPORTS TO:** Vice President of Municipal Services

**SUMMARY:** The Safety Services Officer enforces the rules and regulations of Lakeside Chautauqua and protects the general welfare of guests, residents, staff and residential/public property.

The Safety Services Bike Patrol Officer must be available to work from mid-May to Labor Day and is expected to work days, evenings, weekends and all summer holidays (Memorial Day weekend, Fourth of July and Labor Day weekend). Lakeside provides affordable dorm housing in a camp environment.

### **ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Ensure a safe and secure environment for all guests, residents and staff
- Patrol streets and grounds
- Assist the Administration Office with any bank deposits, post office runs, etc.
- Create a good, working relationship with the local police and fire departments
- Conduct/prepare a systematic approach to Lakeside facility and ground surveillance and inspection on a per shift basis under the direction of the Vice President of Municipal Services
- Provide assistance to guests, residents and staff as needed
- Document and log all activities and incidents on a per shift basis; maintain filing system
- Clean, maintain and identify needed repairs to all Safety Services vehicles
- Follow all applicable safety rules and procedures

**QUALIFICATIONS:** To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A valid Ohio driver's license is required.

**EDUCATION AND/OR EXPERIENCE:** High school graduate with three years private security or law enforcement experience preferred.

**LANGUAGE SKILLS:** The ability to read and interpret documents, such as safety rules, operating/maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers and groups.

**MATHMATICAL SKILLS:** The ability to apply basic math concepts.

**REASONING ABILITY:** The ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, climb or balance, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly exposed to wet, cold, humid, hot, very hot conditions and is required to work outdoors. Must ride in a vehicle, walk/bike the grounds in many types of weather and be able to make quick judgements for safety. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**FOR MORE INFORMATION, PLEASE CONTACT:**  
employment@lakesideohio.com

*Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.*

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Applicant/Employee Signature

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Date

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Supervisor Signature

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Date