

**Job Title:**

Security Officer

**Job Overview:**

The Security Officer is responsible for the ongoing operations of security systems and ensuring compliance with all security regulations at Organic Remedies. This includes conducting semiannual audits, overseeing training related to security, and ensuring the use of efficient security technology and protocols.

**Reports To:**

Security Manager

**Essential Responsibilities and Duties:**

- Report for duty 15 minutes prior to assigned shift.
- Maintain vigilance by monitoring facility via camera systems.
- Control entry to the facility and manage badge exchanges.
- Sign in visitors, verify identification, and issue visitor badges.
- Ensure visitors/contractors have assigned escorts.
- Maintain key log and issue keys to authorized personnel.
- Conduct random bag searches as required.
- Accept and log package deliveries; distribute or notify recipients.
- Assist with truck deliveries; distribute or notify recipients.
- Assist with truck deliveries using forklift when necessary.
- Conduct random patrols and record observations in logbook.
- Respond to alarm activations and document incidents.
- Make after-hours notifications to relevant departments.
- Submit formal incident reports for security events.
- Verify visitor logs and review camera footage as needed.
- Assist other departments with tasks such as thermostat monitoring and equipment checks.
- Complete regular LMS Training.
- Remain at assigned post until properly relieved.
- Perform other duties as assigned.

**Qualifications:****Qualification Requirements:**

- Ability to work various shifts including weekends and overnight.
- Strong attention to detail and situational awareness.
- Ability to operate security systems and equipment.
- Forklift operation (occasional use).
- Ability to communicate effectively and professionally.

**Education/Experience:**

- High school diploma or equivalent required.
- Prior experience in security or law enforcement preferred.
- Experience with surveillance systems and access control is a plus.

**Language Skills:**

- Ability to read and interpret documents such as safety rules and operating instructions.
- Ability to write routine reports and correspondence.
- Ability to communicate effectively with employees, visitors and contractors.

**Other Skills, Abilities and/or Training:**

- Proficiency in using computers and logging systems.
- Ability to complete LMS Training modules.
- Ability to work independently and as part of a team.
- Familiarity with facility operations and emergency procedures.

**Physical Demands:**

- Moderately labor-intensive: lifting, standing, walking, sitting.
- Frequent computer work and repetitive hand motions.
- Use of step ladders and handling packages up to 50 pounds.
- Work during non-standard hours. (if necessary.)
- Occasional forklift operation.

Organic Remedies is committed to equal employment opportunities regardless of ethnicity, race, color, religion, gender identity or expression, sexual orientation, age, marital or parental status, disability, veteran status, or other class protected by applicable law. We are proud to be an equal opportunity workplace.

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