



JOB DESCRIPTION St. Anthony Shrine

Job Title:	Security Concierge
Department:	Safety and Security
Reports to:	Director of Safety & Security
Location:	St. Anthony Shrine 100 Arch Street Boston, MA 02110
FLSA Status:	Part-time, Non-exempt
Prepared Date:	October 5, 2021
Approved by:	Amali De Zoysa, Chief of Staff

SUMMARY

St. Anthony Shrine is a *prophetic Franciscan Catholic community welcoming all people through prayer and outreach*. It is the responsibility of the Security Concierge to work in accordance with this Mission.

St. Anthony Shrine, the "Church on Arch Street" is a center for Roman Catholic ministries in Boston, MA, staffed by the Franciscan friars of Holy Name Province. The central focus of the Shrine's ministry has remained constant for 70 years: providing a convenient and prayerful setting for people desiring to praise and worship our God – currently through 22 Masses per week, as well as an extensive schedule for the Sacrament of Reconciliation. The Shrine also has approximately 20 outreach and evangelical ministries.

All are welcome. St. Anthony Shrine serves a diverse population in both corporal and spiritual ministries.

The Security Concierge reports to the Director of Safety and Security.

PRIMARY DUTIES AND AREAS OF RESPONSIBILITY

1. Be the "face" of safety and security for The Shrine and handle all safety and security issues during shift alongside the security team
2. Provide a welcoming presence to visitors, volunteers to the shrine (eg: Answer questions that you can answers

3. Conduct visual inspections (internal and external) of the the building on a consistent basis
4. Ensure the security and wellbeing of staff, visitors and Friars
5. Monitor and respond to crisis and emergency situations on hand
 - a. Calling 911 for medical emergency etc
 - b. reach out to external supports-Calling police, fire department
 - c. Referring to internal supports
 - d. Calling 911 for medical emergency etc
 - e. File incident reports
6. Ensure the building is locked and secured when the Shrine is closed.
7. Monitor, identify and report security and safety issues. Relay issues to the Director of Safety & security
8. Participate in Shrine mail and package handling and management system to ensure the receipt of deliveries to the building, and delivery to the recipient.
9. Work cooperatively and communicate effectively with all other departments of the Shrine using effective communication methods (eg: facilities, info booth, outreach team etc)

ADDITIONAL RESPONSIBILITIES

In addition to the tasks outlined above, it is a requirement of the Security person to:

1. Work cooperatively with all other departments of the Shrine in order to enhance the Shrine's public image, raise the Shrine's public profile and encourage donor and volunteer engagement.
2. Contribute to fostering a culture of philanthropy at the Shrine.
3. Work in a collegial manner with staff and friars, in a manner that is consistent with our *Franciscan Values in the Workplace*, which are: service, humility, peacemaking, contemplation and collegiality.

REQUIRED QUALIFICATIONS

Two (2) years experience in hospital, security/police, emergency medical or customer services preferred

ADDITIONAL REQUIREMENTS

1. Able to sit at a computer and move around the facility; stand, bend, walk stairs.
2. Maintain confidentiality.
3. Be respectful, honest, trustworthy.
4. Possess cultural awareness/sensitivity.

EDUCATION AND/OR EXPERIENCE

- High school diploma required
- Associate's degree preferred
- Field of Study/Additional Specialized Training Preferred: Criminal Justice or related discipline, preferred

WORK ENVIRONMENT

One part professional office environment in a business/residential religious (Franciscan, Roman Catholic) building. One part interacting with the general public, friars, the Boston Police (as necessary), contractors, worshipers, people coming to the Shrine for social services. A unique aspect of the Shrine is that paid employees and friars work collegially.

SALARY

\$20 per hour