



JOB DESCRIPTION St. Anthony Shrine

Job Title:	Facilities and Security Lead
Department:	Facilities & Security
Reports to:	Chief of Staff
Location:	St. Anthony Shrine 100 Arch Street Boston, MA 02110
FLSA Status:	Full-Time, Non-Exempt
Hours:	40 hours per week; Monday through Friday 8am - 4pm

SUMMARY

Are you looking for a hands-on leadership role with great health benefits and paid time off? Are you a self starter, with great customer service skills, who enjoys working with others on projects? If yes, then this role might be a great fit for you.

We offer:

- Paid Time Off (PTO), accrual starts on the date of hire; 8 holidays; 140 hours of vacation; 48 hours of Sick Time
- Group health and dental, disability, and life insurance coverage
- 401k pension
- Supported trade certification process
- Ongoing professional development including career advancement opportunities

The Facilities and Security Lead will support the Chief of Staff to provide administrative and leadership support to the facilities, housekeeping, and security departments. This position is also responsible for the tracking and scheduling of overall building, equipment, and maintenance aspects of the Shrine as well as providing security coverage. Confidentiality is paramount, particularly with regard to performing work in the Friars' private/home space.

St. Anthony Shrine, the "Church on Arch Street" is a center for Roman Catholic ministries in Boston, MA, staffed by the Franciscan friars of Our Lady of Guadalupe Province. The central focus of the Shrine's ministry has remained constant for more than 70 years: providing a convenient and prayerful setting for people desiring to praise and worship our God – currently through 21 Masses per week, as well as an extensive schedule for the Sacrament of Reconciliation and many outreach and evangelical ministries.

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

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

PRIMARY DUTIES AND AREAS OF RESPONSIBILITY

1. Provide security coverage and respond to emergencies that occur within the Shrine. Notify the leadership team of emergencies and submit incident reports.
2. Complete minor work orders and routine repairs including but not limited to basic plumbing, electrical, painting, drywall, small appliance repair, floor care, etc.
3. Excellent customer service and a willingness to work with the various stakeholders/population is essential for this role.
4. Assist the Maintenance Technician in completing work orders/projects that require two persons. This includes providing support and manual labor support for ministries (eg, FFC food delivery and distribution).
5. Assist with onboarding and training new security/Facilities staff
6. Create, update, and communicate monthly schedules for the facilities, housekeeping, and security teams
7. Review and delegate work orders in consultation with the supervisor using a work order system for facilities, housekeeping, and security teams. Provide routine reports on work orders/projects to the leadership team.
8. Contact and coordinate with contractors including granting access and escort vendors through the building to ensure building security for both vendors and Friars/Staff; inspect work and generate deficiency lists
9. Assist the administration of the building access control system and managing keys for the building
10. Coordinate package deliveries (drop-offs and pick-ups) with the Information Booth Receptionist (lobby) and security staff; move items as necessary.
11. Other duties as assigned.

ADDITIONAL RESPONSIBILITIES

In addition to the tasks outlined above, it is a requirement of the Facilities and Security Lead 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.

EDUCATION AND/OR EXPERIENCE

1. High School Diploma or equivalent,
2. At least one year of experience working in facilities and/or security, required
3. Trade Certifications and qualifications, preferred. Willingness to attend trainings and obtain relevant certifications (i.e. OSHA, AED training).
4. Supervisory experience, preferred.

REQUIRED QUALIFICATIONS

1. Self-starter with good organizational, interpersonal skills and ability to multitask.

2. Ability to work independently with limited supervision
3. Proficiency and experience with computers is required.

ADDITIONAL REQUIREMENTS

1. Able to sit at a computer for extended periods of time; as well as stand, bend, and lift up to 50lbs.
2. Must have some flexibility with scheduling with the ability to work some early mornings, evenings, weekends and/or holidays as needed.
3. Work well with a diverse group of employees, Friars, volunteers and vendors.
4. Be punctual and able to meet deadlines.
5. Maintain confidentiality.
6. Be flexible and demonstrate sound work ethics.
7. Be respectful, honest, and trustworthy and possess cultural awareness/sensitivity.

PHYSICAL DEMANDS

1. The Facilities and Security Lead role requires spending time sitting in front of a computer doing repeated tasks and also will be responsible for manual labor.
2. Must be comfortable with heights.
3. Must be able to operate a forklift and scissor lift.
4. Must be able to lift 50 lbs.

WORK ENVIRONMENT

Professional office in a business/residential religious (Franciscan, Roman Catholic) building.

HOURS

40 Hours per week; generally Monday through Friday 8am to 4pm, with flexibility for work early morning, late evening and weekends as required. On call for emergencies.

PAY

\$29.00 an hour