



## **JOB DESCRIPTION**

### **St. Anthony Shrine**

**Job Title:** Part-time Security Substitute

**Department:** Security

**Reports to:** Safety and Security Supervisor

**Location:** St. Anthony Shrine  
100 Arch Street  
Boston, MA 02110

**FLSA Status:** Part-Time, Non-Exempt Hourly

**Prepared Date:** June 30, 2025

**Approved by:** Fr. Thomas Conway, OFM

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#### **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 Safety and Security Supervisor.

THIS IS A DAY SHIFT. THE SHRINE IS OPEN FROM 5:30AM TO 7PM AT MOST. THERE ARE NO OVERNIGHT SECURITY SHIFTS AVAILABLE.

#### **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)

## **PHYSICAL DEMANDS**

1. Bend, stand, sit, walk and reach.

## **REQUIRED QUALIFICATIONS**

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

## **ADDITIONAL RESPONSIBILITIES**

In addition to the tasks outlined above, it is a requirement of the part-time Food Center Logistics Manager 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.

## **ADDITIONAL QUALIFICATIONS**

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.

**HOURS:** Various

**WAGE RATE:** \$25/hr.