EMPLOYER JOB ORDER FORM

JOB TITLE  
Screening Specialist

JOB ID  
18489

OPEN DATE  
04/01/2020

LOCATION  
San Jose

HOURS/WEEK  
20 - 35

SALARY  
$18 - $DOE

WORKDAYS  
Sunday-Saturday

SHIFT/HOURS  
Varies

REQUIRED FOR POSITION  
Fingerprints, Other, Drug Screen, Background Check, CA ID - State/County Security Guard certification

REQUIRED EDUCATION  
None

JOB DESCRIPTION

General Statement of Job:

The purpose of this position is to screen individuals entering a site based on predetermined criteria. The Screening Specialist ensures that the client, its associates, and facility personnel are provided with a safe and professional working environment. The Screening Specialist reports to the Supervisor.

Essential Job Functions:

- Facilitate initial screening of individuals that enter a site, including determination if the individual may progress based on set thresholds
- Conduct temperature reading on individuals, either using a handheld touchless thermometer
- Monitor infrared camera views to identify individuals who meet or exceed set tolerance levels
- Maintain daily administrative documentation
- Provide escort services to the client’s visitors, contractors and vendors as required
- Investigate security related accidents/incidents
- Perform other related duties as required

3 TO 5 KEY SKILL SETS REQUIRED

Minimum Qualifications and Requirements:

- High school diploma (or GED)
- State Security Guard Licensing
- Minimum 1-2 years of customer service experience, security and/or military experience preferred
- Must complete and maintain state Guard Certification as prescribed by presiding state law, as well as all client requested certifications; all documentation and fees are the responsibility of the employee unless otherwise noted
- Must be a dependable team player with business maturity and enthusiasm with the ability to deliver high level of customer service
- Have flexibility to work any shifts on any day of the week (Mon-Sun) and willingness to assist the team with overtime when needed

What we can offer:

- Health, Dental, Vision, and 401k for eligible employees
- Paid Time Off including Sick/Safe Time
- A dynamic and challenging work environment with opportunity for growth