

# OPERATION Breakthrough

3039 Troost • Kansas City, MO 64109 • [operationbreakthrough.org](http://operationbreakthrough.org)

*Operation Breakthrough, Inc. is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. If you are interested in a career with Operation Breakthrough, Inc., please review our current job opening below.*

## **SAFETY OFFICER**

### **JOB SUMMARY:**

This position is responsible for implementing and maintaining the safety directives of Operation Breakthrough to ensure the safety of our children, staff, parents, and visitors.

### **QUALIFICATIONS:**

- HS Diploma or equivalent
- Basic First Aid and CPR Certification.
- Minimum two years experience in security work with a public or private entity.

### **ESSENTIAL JOB FUNCTIONS**

- Provide a visible presence in the public areas of Operation Breakthrough, particularly the front lobby, the Troost entrance and walkways, and parking lots.
- Assist Front Desk staff as necessary, answering questions and incoming phone calls. Assist visitors and check for visitor passes. Escort unauthorized visitors off the premises.
- Engage students and family members in cordial and constructive conversations, providing a positive adult role model.
- Walk and survey public areas regularly, intervene in verbal and physical encounters amongst adult parties. Diffuse hostile situations that might occur. Enforce organizational policies regarding weapons, traffic rules, parking and other situations that might arise.
- Assist staff and students during emergency situations and drills, including fire, tornado, bomb threats and intruder. Assist in the development of action plans to address emergency situations.
- As necessary, respond to emergency situations in classrooms involving adults.
- Report unsafe conditions and potential safety hazards to management.
- Provide a safety presence at special events and extracurricular activities sponsored by Operation Breakthrough i.e. Kindergarten Graduation, Juneteenth Celebration.
- Assist in creating and maintaining a good working relationship with the local police and fire department.
- Maintain and project a professional appearance as it relates to job performance.
- Monitor surveillance equipment as appropriate.

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## **COMPETENCIES**

- Good problem-solving skills, mature attitude and mediation skills.
- Ability to relate well to children and engage them in positive conversations.
- Ability to respond to hostile situations, de-escalate verbal confrontations and intervene in physical altercations.
- Ability to communicate, interact and work effectively and cooperatively with all people.
- Ability to write narrative reports describing incidents that occur on Operation Breakthrough's property.
- Demonstrated knowledge of safety procedures.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of an employee.

## **WORKING CONDITIONS**

Primarily Outdoors

**Reports to:** Facilities Manager

**Deadline:** Open Until Filled

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