

FAMILY OFFICE FINANCIAL SERVICES, LLC - JOB DESCRIPTION

Position: Full-Time Security Guard
Reports to: Director of Oakmont Security
Schedule: Variable/irregular hours
Date: November 2020

Job Summary:

The full-time security guard will provide onsite security for a client and his family at a private estate in Brentwood, California.

Essential responsibilities:

- Walk the grounds at regular intervals.
- Monitor security cameras and the residential alarm system on the property.
- Prevent trespassing and/or theft at the property.
- Ensure the physical safety of client and his family.
- In the event of any emergency involving the client or his family, the security guard on duty will be the first responder responsible for running to client's assistance, calling 9-1-1, and performing CPR if necessary.

Additional responsibilities;

- Driver duty, which may include:
 - o Drive client to/from appointments around the city.
 - o Escort valuable property during transport.
- Provide security at private events (at the estate and at other locations in the Los Angeles area).
- Adhere to grooming and dress standards.
- Be action oriented, very approachable, possess excellent communication skills.
- Perform additional duties as requested by the director of security and/or client.

Candidate Requirements:

Background:

- Retired law enforcement officers.
- Required to have current State of California, Bureau of Security and Investigative requirements (Guard card and Firearms permit).
- Must have Police ID with CCW authorization. Must carry, maintain and have a firearm.
- Must have an excellent DMV driving record.
- Familiarity with roads and freeways in the greater Los Angeles area and surrounding cities is required.

Physical requirements:

- Must be able to perform CPR, use an AED and/or administer first aid. Must be CPR/AED certified, or be able to obtain a CPR/AED certification.
- Must be able to stand, walk and/or sit for extended periods of time, sprint, bend, squat and lift a minimum of 50 pounds.
- Must be able to operate client's motor vehicles.
- Must be able to work long, irregular hours, including overnight shifts, weekends and holidays.
- Must have the ability to work alone.

Employment is contingent upon a satisfactory background and reference check. You must be legally authorized to work in the United States for any employer.

Equal Opportunity Employer

Family Office Financial Services, LLC does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation or other characteristic covered by law with regard to employment opportunities.

The statements in this description represent typical elements, criteria and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the job.

Contact Information:

Les Zoeller – (310) 702-3191 / (818) 571-4975

Interested candidates please email a copy of your resume and current photo to;

lzoeller@broadfamilyoffice.com

