

# ISLAMIC CENTER OF AMERICA

## Madrasatu Ahlis Sunnah

215 North Oraton Parkway

East Orange, N.J. 07017

(973) 672-6690

[www.thesunnah.org/school](http://www.thesunnah.org/school)



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## Security Guard – Job Description

### Position Overview

The Security Guard provides general security for staff, students, buildings, and property at Madrasatu Ahlis Sunnah. This includes monitoring security cameras, patrolling the school building and grounds, and manning the front desk at the school entrance to verify visitor authorization.

### Key Responsibilities

- Monitor security cameras and perform periodic patrols of the school building, parking lots, and outdoor areas.
- Stationed at the front desk to screen and authorize visitors.
- Ensure the safety and security of students, staff, and school property.
- Report any suspicious activity or security breaches promptly.
- Follow school policies and procedures related to safety and security.

### Qualifications & Requirements

- Previous front desk and security experience preferred.
- Strong communication and interpersonal skills.
- Ability to remain alert and vigilant during shifts.
- Ability to interact professionally with staff, students, parents, and visitors.

### Work Schedule

Full-time position. Monday – Friday, 8:00 a.m. – 5:30 p.m.

### Location

Madrasatu Ahlis Sunnah (215 North Oraton Parkway, East Orange, NJ 07017)

### Compensation

Salary and benefits will be discussed during the interview process.