



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Security Officer (AR-041025-01)

Location: Marion, Illinois

Salary: \$15.00 per hour

Job Description

The Lighthouse Shelter in Marion is seeking candidates for a Security Officer position. No benefits are available for this position.

Job Duties

- Account for all keys, large and small flashlights immediately upon arrival
- Read daily logbook and note any resident infractions or issues
- Answer phone and take messages
- Check all residents entering building;
- Do not allow residents to open the door for another resident
- Conduct hourly rounds to ensure safety as well as observe security camera monitor
- Perform checks on emergency/security lights, fire exits, failure indicators, temperatures, standing water, fire hazards and report issues to Executive Director

HOW TO APPLY

To apply, please send your resume with cover letter to:

THE LIGHTHOUSE SHELTER

P.O. Box 732

Marion, Illinois 62959

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