



**Duke Farms**  
Living Habitats

## Notice of Open Position

**Title:** Safety and Security Staff Member  
**Location:** Duke Farms, Hillsborough, NJ  
**Reports to:** Manager, Public Safety  
**Status:** Full Time – Non-Exempt

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Duke Farms serves as a model of environmental stewardship and inspires visitors to become informed stewards of the land. It is a place of education, enjoyment and research that enhances the environmental health of the region.

### JOB SUMMARY

The Safety and Security Team are members of the Operations Group at Duke Farms. They are responsible for helping to ensure the safety and security of the people, property and natural environment of Duke Farms (“the Property”), and for identifying concerns and taking appropriate action. The team members are part of a core team of Duke Farms staff members, working in conjunction with volunteers, contractors, consultants and allies, all of whom understand the expectation to treat each other, the natural environment, and the Foundation’s property, equipment and vehicles with respect, safety and care. Available shift is 2pm – 10pm – with some weekends required.

### ESSENTIAL JOB FUNCTIONS

- Assist visitors and redirect misplaced persons and/or vehicles on the Property;
- Monitor the alarm receiver, CCTV, respond to alarm activations, identify and carry out next appropriate actions;
- Prevent, detect and/or report unauthorized intrusions on the Property;
- Investigate and follow up on suspicious activities, accidents, injuries and complaints;
- Identify safety concerns and take appropriate actions to report and/or remove the risk;
- Monitor traffic flow on Property roads and document unsafe practices;
- Conduct foot patrols of the Property, including but not limited to woods, fields, riverbanks, etc. as needed;
- Evaluate Property road conditions during severe weather and request the appropriate Maintenance personnel response;
- Locate, document and investigate any instances of property damage to Foundation, employee, guest or visitor assets on the Property, including but not limited to motor vehicle accidents, vandalism, loss, etc.;
- Secure all Foundation buildings, vehicles and other assets as well as those of employees, guests, visitors and residents where appropriate; facilitate access to buildings being worked on by other departments or vendors; re-secure these areas after work is finished;

- Receive and/or respond to calls for medical assistance, provide basic first aid in accordance with standard acceptable first aid training; arrange for transport and escort medical personnel and/or transport ill or injured persons to the appropriate medical facility when necessary;
- Execute basic firefighting and fire safety duties (i.e., using a fire extinguisher) when safe and appropriate to do so;
- Contact, coordinate, interact with and assist local police, fire and rescue units in incidents that occur on the Property or are directly related to the Foundation;
- Report to the local police department any motor vehicle accidents, defunct motor vehicles and other situations that occur both on and within proximity of the Property;
- Complete and submit daily reports, daily shift logs, dispatch logs, absentee reports and incident reports in a timely fashion;
- Document and communicate information from one shift to another to ensure consistent handling of situations, and provide a high level of support and service;
- Assist with maintenance of accurate employee information databases;
- Other related work as required.

#### **QUALIFICATIONS:**

- High school diploma or equivalent required;
- Practical experience in safety, security and/or customer service fields desired;
- Ability, or willingness to obtain, first aid and CPR certification from American Red Cross or similar organization;
- Valid driver’s license and ability to periodically deliver proof thereof;
- Ability to traverse the Property and travel to other locations as required;
- Computer skills in MS Outlook, Word and Excel, and the aptitude for additional computer training;
- Excellent written and verbal communication skills;
- Self-motivation with team player mentality; ability to work cooperatively and enthusiastically with other employees, including coworkers, contractors and volunteers;
- Ability to take initiative;
- Strong time management and organizational skills;
- High integrity and expectation of the same from others;
- Willingness to work outside of traditional business hours, including weekends and holidays.

#### **HOW TO APPLY**

Send resume with cover letter to [hr@ddcf.org](mailto:hr@ddcf.org). Include your last name followed by “Safety and Security” in the subject line. Applications will be accepted until July 31, 2017.

*No phone calls or in-person applications, please.*

It is the policy of the Doris Duke Charitable Foundation to afford equal employment opportunity to all individuals, and we firmly adhere to the equal employment opportunity requirements of all States and localities in which we operate.