

Campus Monitor and Procurement Coordinator

Brentwood Christian School

REPORTS TO: Chief Security Officer
CLASSIFICATION: Part-Time; Non-Exempt; School Year

SUMMARY: Manage school entrances, monitor campus and visitor activity to help ensure the safety of students, faculty and staff. Assists in the school's procurement process.

RESPONSIBILITIES:

- Monitoring
 - Manage school entrances by answering calls promptly and determining/qualifying the caller's identity and purpose for entering the facility.
 - Greet visitors and verify I.D. to record appropriate information in the visitor log and issue visitor badge.
 - Monitor visitors to make sure they check out upon completion of their business with the school
 - Identify students who are seeking entry during non-passing periods
 - Observe and report any unusual activity on campus during school hours to CSO/Administration
- Procurement
 - Process requests for purchases and place orders with vendors
 - Research and evaluate potential suppliers and vendors as required
 - Match purchase orders with shipment and verify receipt of goods
- Support and promote the mission and core beliefs of BCS
- Other duties as assigned

QUALIFICATIONS:

- Must have a high school diploma or GED
- Administrative support experience in an educational institution preferred
- Must be an active member in a Christian church; Church of Christ preferred

SPECIAL KNOWLEDGE/SKILLS:

- Strong interpersonal skills with adults and children
- Effective written and verbal communication skills
- Working knowledge of Microsoft Office Suite and basic office equipment
- Strong attention to detail and consistency

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 25 pounds
- Must be able to sit for extended periods of time