HAWAIIAN COUNCIL

Position Description

Title: Security Guard – Overnight & Special Events **Division:** Kākoʻo Maui – ʻUlu o Lele, Lahaina Marketplace **Reports to:** Marketplace General Manager	**Location:** Lahaina, Maui **Status:** Full-Time / Part-Time, Hourly **Standard Work Hours:** Overnight shifts and special events; may include weekends and holidays

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JOB SUMMARY:

Hawaiian Council is seeking a dependable and professional Security Guard to provide overnight security and special event support at ʻUlu o Lele, Lahaina Marketplace.

ʻUlu o Lele is a community-centered marketplace established to support Lahaina's economic recovery following the 2023 wildfires. The marketplace features local businesses, food vendors, cultural activities, and community events.

The Security Guard will be responsible for protecting marketplace property, vendor storefronts, equipment, and common areas during overnight hours when businesses are closed. The position will also provide security and crowd management support during special events, concerts, and other community activities.

The ideal candidate is observant, reliable, and capable of working independently while maintaining a professional and respectful approach to security.

DUTIES, RESPONSIBILITIES, & EXPECTATIONS:

Duties and responsibilities include, but are not limited to the following:

Overnight Security

- Conduct regular patrols of the marketplace, including storefronts, food truck areas, entrances, parking areas, and common spaces.
- Monitor the property for unauthorized access, trespassing, theft, vandalism, suspicious activity, and safety hazards.
- Ensure storefronts, gates, and designated access points are secured after operating hours.
- Monitor and respond to security alarms, disturbances, and unusual activities.
- Help safeguard vendor property, marketplace equipment, and shared facilities.

- Maintain accurate overnight security logs and document incidents or concerns.
- Immediately report emergencies, property damage, or security concerns to management and appropriate authorities.

Special Event Security

- Provide security coverage during concerts, cultural activities, community gatherings, and other marketplace events.
- Assist with crowd management, entry and exit points, and pedestrian safety.
- Monitor restricted areas, stages, vendor spaces, and event equipment.
- Help prevent disruptive behavior and address conflicts using appropriate de-escalation techniques.
- Coordinate with event organizers, marketplace management, and emergency responders as needed.
- Support safe event setup, operations, and breakdown.

Safety & Incident Response

- Identify and report potential safety hazards, maintenance concerns, and security vulnerabilities.
- Respond appropriately to emergencies and contact law enforcement, fire, or medical personnel when necessary.
- Prepare accurate incident reports and communicate important information during shift transitions.
- Follow established emergency response procedures and marketplace security protocols.
- Maintain a professional and respectful presence when interacting with vendors, visitors, and community members.

EDUCATION & EXPERIENCE:

Minimum Qualifications

- Previous experience in security, public safety, law enforcement, or a related field preferred.
- Must meet applicable Hawai‘i security guard registration and training requirements.
- Ability to work independently during overnight hours with minimal supervision.
- Strong observation, communication, and problem-solving skills.
- Ability to remain calm and respond appropriately during emergencies.
- Dependable, punctual, and attentive to detail.
- Ability to work overnight shifts, weekends, holidays, and special events as scheduled.
- Ability to prepare basic written incident reports and maintain security logs.

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Preferred Qualifications

- Experience providing overnight security for commercial properties, retail centers, or public facilities.
- Experience with concert security, crowd management, or large community events.
- Familiarity with Lahaina and the West Maui community.
- CPR, first aid, or emergency response training.
- Experience with surveillance systems, alarm monitoring, and incident reporting.

PHYSICAL REQUIREMENTS:

- Ability to stand and walk for extended periods.
- Ability to conduct regular outdoor patrols in varying weather conditions.
- Ability to respond promptly to security incidents and emergencies.
- Ability to perform assigned duties with or without reasonable accommodation.

WORK SCHEDULE:

This position will primarily provide overnight security coverage outside of the marketplace's regular operating hours, with additional shifts during special events and community activities.

Schedules may include overnight hours, weekends, holidays, and extended event coverage based on operational needs.

ABOUT ʻULU O LELE:

ʻUlu o Lele, Lahaina Marketplace is part of Hawaiian Council's ongoing commitment to restoring economic opportunity and supporting Lahaina's recovery. By providing a safe and secure environment for local businesses and community activities, the Security Guard will play an important role in protecting this investment and helping the marketplace succeed.

This job description is a general overview and may be subject to change based on the needs and requirements of the organization. I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

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Employee Signature **Date**