

Security Guard

SUMMARY:

Protects employees, building, and equipment. Guards the organization against fire, theft, vandalism, and illegal entry.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

In accordance with established risk management principles, practices and procedures:

- Protects premises against unlawful entry, unauthorized gathering or demonstration. Examines doors, windows, and gates to determine that they are secure.
- Protects employees, and equipment against physical harm, within reasonable limits. Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles, and apprehends or expels miscreants.
- Opens and closes building daily, ensuring alarm system is activated and de-activated according to schedule. Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons.
- Permits authorized persons to enter property.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)