JOB DESCRIPTION

| **Title** | SECURITY GUARD |
| --- | --- |
| **Reports To** | [Insert Title] |

**Job Purpose**

The **Security Guard** is responsible for the surveillance of [Organization Name]’s facilities as well as the protection of the employees and visitors. They are also in charge of detecting any suspicious activity and preventing vandalism, theft, or other criminal behavior.

The Security Guard is frequently the first person people come into contact with as people begin their workday or visit our facility. Thus, this position represents [Organization Name] well while focusing on its security in person or through the use of security cameras.

**Duties and Responsibilities**

* Patrol the perimeter and premises of the building
* Note the arrival and departure of employees, visitors, and other people
* Direct visitors to reception and record their arrival on the [Organization Name] property
* Monitor our video surveillance system and, if necessary, review footage
* Respond to security concerns and alarms
* Keep daily logs of activities and any problems encountered
* Answer phones and respond to other inquiries at the security desk
* Notify authorities in the event of an emergency or a security breach
* Take care of any violations of building rules and/or report them to the appropriate level of management
* Inspect, test, and maintain our security systems, as well as request maintenance when necessary.
* Additional related duties as assigned.

 **Qualifications**

* High school diploma or GED
* XX years of experience as a Security Guard or in a comparable position
* Excellent knowledge of legal guidelines for area security and public safety
* X years of surveillance system experience
* First Aid/BLS and self-defense training
* Licensed as a security officer

 **Core Competencies**

* Superior surveillance and observation abilities
* Problem-solving abilities and critical thinking
* Team player
* Excellent time management abilities
* Excellent interpersonal and communication abilities
* Outstanding sense of judgment
* Ability to stay alert at all times
* Knows how to follow instructions

 **Working Conditions**

* Overtime may be required
* Working hours are generally from <insert time> to <insert time>
* Changing shift schedule including night shifts
* Job may sometimes be required to lift objects
* Extended periods of standing/sitting