



Security Guard

JOB TITLE: SECURITY

PAY RAGE: \$9.00 TO \$11.00

POSITION SUMMARY:

Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.

ESSENTIAL FUNCTIONS:

1. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
2. Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
3. Answer alarms and investigate disturbances.
4. Circulate among visitors, patrons, or employees to preserve order and protect property.
5. Patrol industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
6. Escort or drive motor vehicle to transport individuals to specified locations or to provide personal protection.
7. Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
8. Answer telephone calls to take messages, answer questions, and provide information during nonbusiness hours or when switchboard is closed.
9. Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.
10. Inspect and adjust security systems, equipment, or machinery to ensure operational use and to detect evidence of tampering.
11. Monitor and adjust controls that regulate building systems, such as air conditioning, furnace, or boiler.

EXPERIENCE AND EDUCATION:

High school diploma or equivalent required or 2-3 years working experience.