



## **Security Guard Job Description.**

### **Responsibilities:**

- Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry
- Prevent losses and damage by reporting irregularities, informing violators of policy and procedures, restraining trespassers
- Control traffic by directing drivers
- Complete reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures
- Maintain environment by monitoring and setting building and equipment controls
- Maintain organization's stability and reputation by complying with legal requirements
- Ensure operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques
- Contribute to team effort by accomplishing related results as needed
- Ensure the security, safety and well-being of all personnel, visitors, and the premises
- Provide excellent customer service
- Adhere to all company service and operating standards
- Remain in compliance with local, state, and federal regulations
- Respond to emergencies to provide necessary assistance to employees and customers
- Protect the company's assets relative to theft, assault, fire, and other safety issues
- Follow procedures for various initiatives, including fire prevention, property patrol, traffic control and accident investigations
- Any duties related to the Standard Operating Procedures (SOP)

### **Guards / Handlers top skills & proficiencies:**

- Written and Verbal Communication
- Following Complex Instructions
- Interpersonal Skills
- Knowledge of Security Operations and Procedure
- Manage Multiple Tasks
- Knowledge of Basic Security and Fire Inspection Procedures
- Surveillance Skills
- Integrity



- Safety Management
- Professionalism
- Reporting Skills
- Teamwork
- Basic knowledge on Dog (Applicable for Dog-Handlers only)