

SECURITY GUARD



ABOUT THIS JOB

Security Guards patrol, guard and monitor job sites in order to provide safety and prevent theft, violence or infractions of rules. Some Security Guards may operate x-ray and metal detector equipment. Security Guards are observant, responsive, disciplined and committed to safety and maintaining order in the workplace.

SECURITY GUARDS PERFORM THE FOLLOWING TASKS:

- Monitor and authorize entrance and departure of employees, visitors and other persons to guard against theft and maintain security of premises
- Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons or unusual occurrences
- Answer alarms and investigate disturbances
- Circulate among visitors, patrons or employees to preserve order and protect property
- Patrol premises to prevent and detect signs of intrusion and ensure security of doors, windows and gates
- Escort or drive motor vehicles to transport individuals to specified locations or to provide personal protection
- Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas
- Answer telephone calls to take messages, answer questions and provide information during non-business hours
- Warn persons of rule infractions or violations and apprehend or evict violators from premises using force when necessary
- Dispatch emergency response system

PREPARATION AND TRAINING FOR THIS POSITION

A high school diploma or GED and previous experience in the security field are preferred. Some on-the-job training is required. You must pass a criminal background check to be a security guard.



EDUCATION:

- * **HIGH SCHOOL DIPLOMA OR GED**
- * **PREVIOUS ON-THE-JOB EXPERIENCE**