

Security Guard job purpose (main duties include but not limited to the following)

Monitors premises to prevent theft or other illegal activities.

Makes sure that buildings are locked after normal business hours.

Security Guard job duties:

- Walk or drive around premises to investigate signs of intrusion
- Respond to all alarms
- Authorise workers and non-employees to enter and exit the premises
- Contact police or fire department in an emergency
- Keep a log of all visitors
- Write daily activity reports; provide them to Operations Manager on request
- Detain suspected criminals or those not adhering to company rules
- Monitor car parks
- Inform people of rules that are being broken and any changes that are needed
- Support drivers of armoured vehicles to other businesses as necessary to transport money, valuables, or people
- Provide valuable feedback to management about the security of the business
- Perform searches on visitors and employees and their belongings as necessary
- Monitor the premises for criminal activity
- Write daily reports and maintain a diligent record of legal and illegal activities
- Adjust all temperature controls in the building to save money on power bills
- Stop suspicious activities by asking for identification
- Check any bags for suspicious or prohibited items
- Inspect all points of entry to make sure they are secure
- Stay in contact with other security personnel to make sure the premises are secure at all times
- Answer phone calls after official business hours and take messages

Security Guard Skills and Qualifications:

- Time oriented
- People person
- Basic maths skills
- Great written and verbal communication skills
- Basic computer literacy