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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: |  SECURITY GUARD |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of security guard entails protecting property, assets or people. Duties and responsibilities include guarding, patrolling, and monitoring premises to prevent theft, violence, or infractions of rules. |
| QUALIFICATIONS & REQUIREMENTS: | * High school diploma or equivalent;
* Ability to give full attention to what other people are saying, and to use logic and reason to identify the strengths and weaknesses of alternative solutions.
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| COMPETENCIES: | * Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations.
* Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
* Persistence — Job requires persistence in the face of obstacles.
* Initiative — Job requires a willingness to take on responsibilities and challenges.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
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| TASKS: | * Answer alarms and investigate disturbances;
* Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed;
* Call police or fire departments in cases of emergency, such as fire or presence of unauthorised persons;
* Circulate among visitors, patrons, or employees to preserve order and protect property;
* Escort or drive motor vehicle to transport individuals to specified locations or to provide personal protection;
* Monitor and authorise entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises;
* Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas;
* Patrol industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates;
* Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary;
* Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |