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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. | | | | |
| 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. | | | | |
| 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. | | | | |
| 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: |  | | |  | |  |