



# SECURITY GUARD JOB DESCRIPTION

**POSITION / JOB TITLE: SECURITY GUARD**

**SCHOOL DIVISION: FACILITIES**

**REPORTS TO / SUPERVISED BY: SECURITY SUPERVISOR / FACILITIES DIRECTOR**

## **SUMMARY OF THE JOB:**

Maintain the safety and security of the students, school staff and the facility. Check the identity of all the visitors and their vehicles, traffic of the vehicles when coming/leaving the campus, facilitating guidance for parents and visitors

## **QUALIFICATIONS: Education / Certification / Skills:**

- Qualification/Certification as a security guard or military
- Prior experience for at least 3 years as a Guard for similar level duties
- Prior experience as a security/military employee is preferred
- Understand campus security needs
- Knowledge of using campus security systems
- English language proficiency preferred
- Primary medical training preferred
- Security Guard license issued by Local Police

## **MAIN DUTIES OF THE POSITION:**

- Ensure security for school operations and special events
- Ensure that campus facilities and school community members are secure
- Keep alert for people with unusual behavior/attitude around campus

## **PERSONAL REQUIREMENTS:**

- Good communications skills and ability to work well with others
- Service oriented attitude
- Physically fit for the job requirements
- Organized, focused and able to follow in detail given instructions