**Position Title:** Security Guard

**Reports to:** Security Supervisor

**Purpose of the Position:**  Security guard will provide a physical presence to guard and to deter theft and vandalism and to conduct patrol rounds of FCBC campus, and to ensure that it is safe and secure. Security guard will aid in protecting the FCBC campus from malicious, transient and/or ill-intentioned persons. Security guard will observe the condition and status of the physical properties and will alert the appropriate persons of damage or conditions that may endanger people or potentially damage equipment or property. Security officers will serve to identify report and diffuse (if possible) any situation or condition which inhibits the well-being of FCBC staff, customers or campuses.

**ONGOING RESPONSIBILITIES:**

1. Enforces procedural rules and regulations. Ensures the personal safety of staff, visitors and property. Maintain security and safety for assigned areas of FCBC campuses. Maintain working knowledge of the locations of various departments, buildings, and access approval areas.
2. May operate and monitor security control panels alarms, and related security equipment to provide area and visitor surveillance.
3. Patrol assigned area including garages and other parking areas. Checks for suspicious occurrences, and enforces parking rules and regulations.
4. Checks vehicles on FCBC parking lots for authorized parking sticker. Issues parking violation warnings, tags, and requests towing if necessary.
5. Making sure every individual sign in upon entry of the campus
6. Opens & closes facility, ensuring that users have left the premises. Reports security and general maintenance problems to proper department.
7. Maintain logs and records of occurrences, completes necessary paperwork, and may use computer terminal to input and retrieve data.
8. Check Outlook email through-out your shift to make sure there aren’t any changes to events taking place on FCBC campus.

**POSITION PROFILE:**

The Security Guard schedule may flex around the need of the organization work schedule will vary.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## EDUCATION and/or EXPERIENCE

High School Diploma and/or equivalent experience required

**EXPERIENCE/SKILLS/ATTRIBUTES REQUIRED (Ideal Candidate)**

1. 2 years’ experience of general experience in security, law enforcement, or military guard
2. Limited knowledge computer skills (i.e. Microsoft Excel, Word, Outlook, etc.)
3. Current security guard card
4. Strong relationship building and interpersonal skills
5. Display sound judgment, integrity, motivation, and flexibility consistent with the standards of the organization
6. Possess an action-oriented mindset in a fast paced environment
7. Ability to think strategically
8. Strong attention to detail
9. Must have the ability to work well under pressure
10. Must have effective oral and written communication skills
11. Must be flexible in work habits and work schedule