

Security Guard Job Description

Duties and Responsibilities:

- The first duty of the security guard is to make his/her presence visible. He/she is expected to report to duty post properly kitted. At arrival, he/she must patrol the work area to make his/her presence known so as to serve as a deterrent to criminals
- Monitor the exterior and interior of the premises to ensure the absence of intruders or criminals
- Keep daily record of activities within the premises, especially activities that pose security threat
- Welcome visitors entering the premises, as well as guard the entrance of the premises and screen visitors to ensure they do not enter the premises with prohibited items or weapons
- Prevent visitors from straying into prohibited areas within the premises
- Check facilities within the premises to make sure that they are secure, as well as make sure that windows, doors, and gates are properly locked after work hours
- Receive telephone calls on behalf of the employer and take down information after work hours
- Respond to security alarms and distress calls, as well as inform the police of serious security threats
- Call the nearest fire service department in the case of fire outbreak
- Assist the police in investigating cases of theft, rule violations, and infractions that occur within the premises.

Security Guard Requirements – Skills, Knowledge, and Abilities

- Agility and vigilance: A security guard must be vigilant at all times. He/she must be able to see, hear, and smell pending problems. A good security guard is one who is able to detect problems and react quickly to avert its manifestation. He/she must be able to remain focused whenever on duty

- Problem solving skills: A security guard must be fast at coming up with solutions to crisis and problems. He/she must be able to make quick but accurate decisions on what to do in the event of any crisis
- Education: High school diploma is also necessary to be employed as a security guard. In addition, training by an appropriate security agency is mandatory. This will expose him/her to knowledge about security procedures and protocols
- Clear vision: To succeed as a security guard, good eye sight is necessary so as to be able to detect security threat from afar. You must be able to see things clearly at close range too
- Honesty: To be charged with the responsibility of guarding someone's facility or premises, you need be transparent and trustworthy
- Other necessary qualities are physical strength, maturity, and ability to work day and night shifts.