



## SECURITY GUARD JOB DESCRIPTION

**Job Title:** Security Guard

**FLSA Status:** Non-Exempt

**Department:** Facilities/Security

**Reports to:** General Curator

**Job Summary:** The Security Guard will protect people, animals, and property from possible criminal or other potentially harmful activity.

**Duties and Responsibilities:** (Including but not limited to)

1. Secures personnel, animals, and property by patrolling property, monitoring surveillance equipment, and checking all access points.
2. Patrols and monitor specific areas within the property including the parking lot as assigned by management.
3. Investigates security breaches, incidents, and other alarming behavior.
4. Investigates reports by others of suspicious activity on the property.
5. Reports suspicious activities to the General Curator and/or local authorities.
6. Contacts law enforcement or fire department in case of an emergency.
7. After business hours, checks doors, windows, and gates to ensure the property is secure.
8. Reasonably detains persons suspected of criminal activity until law enforcement arrives.
9. Escorts discharged staff, trespassers, and other unwelcome parties off the premises.
10. Complies with all Coral World V.I., Inc policies, procedures, and programs.
11. Performs other related duties as assigned.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Work Environment:**

This job operates in an outdoor environment where the employee will be exposed to sunny, warm, humid and wet conditions.

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### **Position Type and Expected Hours of Work**

This can be a full or part time position. Days are scheduled around a 7 day work week. Hours include evening and overnight hours.

### **General Skills/Knowledge/Work Experience/ Education/Certification/License:**

#### **Required Skills/Abilities:**

- Knowledge of security protocol and procedures.
- Excellent written and verbal communication skills.
- Excellent observational skills and attention to detail.
- Authoritative verbal communication skills.
- Ability to remain calm in high-pressure situations.
- Ability to learn the layout of the property and buildings.

#### **Education and Experience**

- High school diploma or equivalent required
- Previous experience as a security guard
- Security guard training certification preferred.

#### **Physical Requirements:**

- Ability to traverse various areas of the facility to conduct inspections and plan security procedures.
- Ability to patrol the property and access areas quickly.
- The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to see and hear; stand and walk; stoop, kneel, and crouch; use arms and hands; handle objects, tools, and controls; and sit. Ability to lift and move 50 pounds.

#### **Special Requirements:**

- Must be a team player and be able to get along with others.
- Must be personable, courteous, and able to work under pressure.
- Must be willing to work overtime, nights, holidays, and weekends when scheduled

**Please submit cover letter, resume, and references by email to be considered for the position. References required. Please include the job title in the subject line.**

#### **Contact Information:**

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