JOB DESCRIPTION

- Provide excellent customer service to the client, its associates and facilities personnel
- Patrol assigned post on foot or mobile vehicle to maintain visibility and observe possible unusual activity
- Investigate and report maintenance and safety conditions which might endanger client, its associates or public safety, including fires, evacuations, hazardous situations, or other facility related events; provide back up to client personnel as needed
- Ensure that daily administrative documentation is kept concise and complete at all times; maintain all daily assigned equipment in functional and presentable condition
- Respond to all requests for assistance relayed by Supervisor or client; complete various company or client assignments as required; submit reports to superior officer
- Investigate security related accidents/incidents, interview witnesses, complaints, and victims; responsible for gathering physical evidence and preserving it for future use; complete report and follow up with management as needed
- Responsible for ensuring that all employees, suppliers, and visitors on company property have proper company issued identification
- Ensure that the client, its associates, and facility personnel are provided with a safe and professional work environment

3 TO 5 KEY SKILL SETS REQUIRED
Minimum Training and Qualifications

- High School diploma (or GED) required
- Active BSIS CA Guard Card preferred
- Must complete and maintain state Guard Certification as prescribed by presiding state law, as well as all client requested certifications; all documentation and fees are the responsibility of the employee unless otherwise noted
- Security experience (private/public sector) or customer service experience
- Basic computer skills and report writing experience
- Must be able and willing to work with minimal supervision
- Must be able to handle stressful situations and emergencies
- Prior Military and POST grads are welcomed to apply
- Ability to evaluate circumstances and make timely decisions based on company apprehension guidelines
- State/County Security Guard certification
- Ability to work nights and weekends appropriate to retail business needs
- Must be able to stand/walk sales floor for entire scheduled shift
- Must have a good track record of reliability and punctuality, and no criminal conviction