

1. GENERAL INFORMATION OF THE POSITION

JOB TITLE Security guard	AREA Operations
REPORTS TO: SHIFT LEADER	SUBAREA Operations

JOB MISSION

Observe, control and monitor the locations assigned to him, strictly complying with the general and specific instructions provided for his position, in order to prevent any negative impact action against the people or assets under his charge, reporting any vulnerability observed for the immediate control actions.

2. JOB SPECIFIC REQUIREMENTS

ACADEMIC DEGREE Junior High	ACADEMIC TRAINING Junior High
SPECIFIC TRAINING Junior High	ESPECIFIC EXPERIENCE NA
LANGUAGE NA	TIME OF EXPERIENCE 0 a 6 months

3. FUNCTION DESCRIPTIONS

N°	SPECIFIC OBJECTIVES OF THE POSITION (WHAT)
1	Provide the safety and security of property and site personnel by monitoring, observing and reporting activities and incidents at their assigned site
2	Preserve the professional capacity to identify and locate potentially risky situations and make effective decisions in the midst of crises and routine situations, maintaining focus.
3	Engages in the ongoing development of critical thinking skills necessary to mitigate actual and potential threats by identifying, evaluating and applying appropriate situational options and approaches, this may include the application of risk-based security assessments.
4	Know and apply the applicable standard operating procedures, demonstrating a responsible, reliable behavior, open to changes and adapting to new information or unexpected obstacles.
N°	FUNCTIONS (HOW)
1	Conduct all activities honestly, ethically and professionally.
2	Ensures compliance with the company's safety manual.
3	Conducts periodic tours to detect irregularities and inspect protective devices and fire control equipment.
4	Maintains order and can act to enforce site rules and directives regarding staff, visitors, and facilities.
5	Control access to the site or facility through the admissions process; helps visitors enter the facility; efficiently screen visitors and employees to speed up their entry to the site or facility.
6	Perform inspections of incoming / outgoing packages.
7	Communicate openly, honestly and responsively in all situations to the extent authorized.
8	Monitors entrances and exits, acts to prevent unauthorized entry, controls entrances, entry of people and vehicles and parking, operates the gate and examines the contents of the vehicle.
9	Prepare logs or reports as needed for the site, inspect security check logs, and take action as necessary.
10	Checks for unsafe conditions, hazards, inspects high-risk areas, open doors, security violations, blocked entrances and exits, mechanical problems and unauthorized persons, using appropriate protective equipment.

4. RELATED AREAS

INSIDE	OUTSIDE
Operations	Clients

5. ORGANIZATIONAL COMPETENCIES

GENERALS	ESPECIFICS
Adherence to norms	Technical Security Knowledge
Follow-up Instructions	Customer service
Ethics and values	Effective communication

6. JOB RESPONSABILITIES

DECISION-MAKING AND INFLUENCE	OF MATERIALS AND / OR EQUIPMENT
NA	NA
LEVEL OF RESPONSIBILITY	LIDERSHIP
Requires supervision	NA
POSITIONS UNDER YOUR POSITION	
NA	