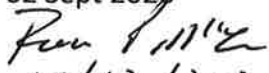


Air Force Enlisted Village, Inc.
Job Description

Job Title: Security Guard
Department: Bob Hope Village Security
Reports To: Superintendent of Security
FLSA Status: Non-Exempt
Prepared By: Kaisa Juosila
Prepared Date: 02 Sept 2020
Approved By: 
Approved Date: 10/12/2020

SUMMARY: This position is responsible for the safety and security of Bob Hope Village residents and guests as well as all AFEV grounds and buildings when regular staff members are not present.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attend to residents in distress. Never attempt to lift a resident unable to get up. Call 911 when warranted.
- Confront and redirect trespassers.
- Stop and query unregistered vehicle traffic; ascertain destination and direct.
- Identify and correct (or have corrected by appropriate personnel) unsafe conditions.
- Address and dispel loud or disruptive activities.
- Log wildlife sightings and notify authorities. Never approach wild animals.
- Check apartments of those residents on vacation/in hospital; ensure they are locked.
- Prepare Guard Log Entries as described in Standard Operating Procedure.
- Use the three steps below to achieve/manage primary goals of Security:
 - Maintain a high Visibility uniformed presence to deter illegal and inappropriate actions; Guards should be visible to both the AFEV community and to the outside community.
 - Observe (either directly, through patrols, or by watching alarm systems or video cameras) for signs of crime, EMS alerts, fire or disorder
 - Take action and/or report any incidents to supervision or emergency services as appropriate.
- Familiarization with all AFEV living areas and grounds.
- Perform routine check of the grounds and all buildings.
- Other related duties.

KNOWLEDGE, SKILLS & ABILITY:

- Have or obtain within 6 months a Class D security license
- Ability to lift 50 lbs and carry 30 Lbs.
- Possess a valid driver's license.
- Ability to work with minimum supervision.
- Be able to operate a computer, check email, and use Microsoft Office products.

- Ability to read, write and understand English so as to interpret documents such as safety rules, policy and procedure manuals.
- Strong verbal and interpersonal skills are required along with the ability to speak effectively before residents and staff.
- CPR certified if possible (If not, training will be provided)

STANDARDS:

- Requires valid driver's license and satisfactory driving record.
- Good vision is required for working with computer and paperwork.
- Residents needs always come first. Employee must always adhere to the "Mom Rule".
- Employees will not work under the influence of mood-altering or illegal drugs or alcohol.
- Neat appearance, adherence to the dress code and good personal hygiene is expected.

I have read and understand the responsibilities of this position. I possess the qualifications indicated and am able to carry out the identified responsibilities with or without reasonable accommodation.

I understand that the first three months of employment are probationary and that my probationary period may be extended in the event of absences, or slow training progression.

Employee's Signature

Date