

Security Guard Job Description

Job Title – Security Guard		Reports to: Facilities Manager				
Job Code-		Overtime Status: Exempt (not eligible) <input type="checkbox"/> Non-Exempt(eligible) <input checked="" type="checkbox"/>				
Department – Environmental Services		Prepared by:		Date:		
Facility -		Approved by:		Date:		
Job Summary The incumbent will be responsible for the physical security of the hospital. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of law enforcement, health care systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.						
Supervises <ul style="list-style-type: none"> None 						
Primary Responsibilities <ul style="list-style-type: none"> Serves as primary provider of security services Observes for any and all safety and security violations Reports all activity on formal reporting forms for record keeping purposes Takes charge of security and safety violations to protect life, limb, and hospital property Contacts local authorities in case of emergency 						
Other Responsibilities <ul style="list-style-type: none"> Attends staff meetings 						
Education/Certifications/Licenses <ul style="list-style-type: none"> High School Diploma or GED equivalent Security guard training and certification issued by state authorities CPR certified 						
Experience <ul style="list-style-type: none"> Required - 1 year of experience as a security guard Preferred - 1 year of experience as a security guard in a health care setting 						
Special Skills/ Equipment <ul style="list-style-type: none"> Proficient in phone system, two way radios Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 						
Contacts Internal patients, providers, staff, and volunteers External patients and providers						
Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i>						
General Activity	Number of Hours					
		None	1-2	2-4	4-6	6-8
	Drive	X				
	Sit		X			
	Stand			X		
Walk			X			

Security Guard Job Description continued

Motion	Up to 1/3 of shift		1/3 or more of shift	
	Bend	X		
	Squat	X		
	Crawl	X		
	Climb	X		
	Reach	X		
	Lift	X		
	Carry	X		
	Push	X		
	Pull	X		
	Twist	X		
Turn	X			
Use of Hands and Feet	Gross Motor Function		Precise Motor Function	
	Right Hand	X		
	Left Hand	X		
	Right Foot	X		
Left Foot	X			
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift	
	Up to 10 pounds			
	Up to 25 pounds			
	Up to 50 Pounds			
	Up to 100 pounds	X		
More than 100 pounds				
Body Fluid Exposure	No		Yes <u>XXX</u>	
Mental Demands		YES		YES
	Attention Span	X	Memory	X
	Concentration	X	Patience	X
	Conceptualization		Problem Solving	X
Influence People	X	Relate to Others	X	
Working Environment		YES		YES
	Indoor	X	Loud Noise	X
	Outdoor	X	Fumes	
	High Temperatures	X	Confined Areas	X
Low Temperatures	X	Radiation Area	X	

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature