



# JOB DESCRIPTION

**Job Title:** SECURITY GUARD

**Department:** Distribution Center

**Location:** Distribution Center

## JOB SUMMARY AND PURPOSE

To provide stationary security protection to all assigned Gabe's property and assets. This position supports the administration of security oversight of company property, deters unauthorized activities, ensures accuracy of shipments, and cultivates strong relationships with law enforcement.

## WORKING RELATIONSHIPS

Reports directly to the DC Facility Manager, work is directed by Lead Security Guard.

## DUTIES AND RESPONSIBILITIES

- ★ Controls unauthorized vehicle or pedestrian traffic while verifying authorized associates and/or vendors
- ★ Controls flow of trailers in and out of lot
- ★ Detects signs and signals of potential theft/illegal activity and notifies supervisor(s) immediately
- ★ Communicates any/all issues or concerns with the DC Facility Manager
- ★ Maintain physical security resources and ensure proper function as required
- ★ Follow all Post Orders
- ★ Prepares all paperwork for truck drivers as required
- ★ Inspects incoming trailers for seals and seal condition
- ★ Inspects outgoing trailers for proper routing, and verifies seals are in place
- ★ Places trailers in appropriate parking locations
- ★ Documents daily, any issues or concerns on the Daily Officer Report to maintain consistent and open communication
- ★ Completes all required paperwork accurately and submits paperwork/reports timely
- ★ Maintains a clean work environment
- ★ Notifies leaders of emergencies, calls of distress, and notifying emergency responders as necessary
- ★ Performs any other functions/duties deemed necessary by the DC Facility Manager

## EDUCATION AND EXPERIENCE

- ★ A High School diploma or GED equivalency is required.
- ★ Zero to one (0-1) years of security experience is required. Former Law Enforcement/Military is preferred.
- ★ An equivalent combination of education and experience may be considered.

## KNOWLEDGE, SKILLS, AND ABILITIES

- ★ Must have excellent communication skills and ability to professionally communicate with all levels within the organization
- ★ Ability to maintain a professional appearance and demeanor
- ★ Must be able to work in an independent manner, able to multi-task, be flexible with change, and prioritize to the needs of the business
- ★ Ability to view a computer screen for extended amounts of time
- ★ Must be flexible to work nights, weekends, and holidays as scheduled.
- ★ Ability to make appropriate decisions in complex and stressful situations
- ★ Ability to maintain a confidentiality
- ★ Ability to stand for long periods of time
- ★ Basic working knowledge of computers and standard computer programs (Microsoft Office)

- ★ Ability to observe, recall, and distinguish characteristics of people and vehicles, and superior organization skills with attention to detail

## SUPERVISION

This position does not have any supervisory responsibilities.

## DISCLAIMER

*This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the job description may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.*

*All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or the public*