

**Grids Security Services, LLC
P. O. Box 3231
Irmo, South Carolina 29063**

JOB TITLE: Security Officer

DEPARTMENT: Security

Reports to: Shift Supervisor

I. Job Summary

Provides security for clients, employees and visitors. Protects the buildings, assets and premises as assigned.

II. Minimum Qualifications:

A High School Diploma or GED and basic computer skills required. Please present SLED card when applying or be able to obtain a SLED card by the end of the company training.

III. Work Environment:

Prolonged, extensive and considerable standing and walking. Exposed to dangers of assaults/hazards. Requires judgments / action in varying and unpredictable situations.

IV. Supervisory Responsibilities:

None

V. Financial Responsibilities:

None

VI. Essential Functions:

1. Patrols buildings and premises to prevent fire, theft, vandalism and intruders.
2. Monitors conduct of visitors and employees on premises; confronts unauthorized persons for questioning as needed.
3. Reports safety and/or fire hazards or security violations.
4. Responds to inquiries for advice or assistance from personnel and visitors.
5. Escorts personnel to parking lots and buildings. Secures and unlocks offices and facilities
6. Controls parking and traffic flow; enforces parking regulations and assists with care and maintenance of department equipment and supplies.
7. Performs other miscellaneous and related duties as required.

VII. Physical Requirements:

Physical requirements are primarily related to the essential functions of any job. In order to perform the essential functions of this position, you must be able to stand, walk, use your hands, reach, climb, stoop, kneel, talk and hear.

Lift or exert energy up to 50 pounds 50% of the time and more than 100 pounds 50% of the time.

Must have close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), distance vision (clear vision at 20 feet or more) and peripheral vision (ability to observe an area that can be seen move up/down or left/right).

VIII. Mental Requirements:

Must have the ability to read and interpret business or safety manuals, technical procedures or regulations. Ability to write reports, correspondence and/or manuals. Ability to effectively present information and respond to questions from the clients, groups, employees, and emergency personal.

Must have the ability to perform basic math functions (add, subtract, multiply and divide) using numbers and units of money.

Must have the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must have the ability to deal with problems involving concrete variables and standardized situations.

IX. Age Groups:

This position primarily interacts with all age groups and walks of life. All staff members must be able to demonstrate the knowledge and skill necessary to meet the physical, psycho/social, educational, safety, and related needs of the persons in the assigned work area.

Employee's Signature

Manager's Signature

President / CEO

Revised 03/10