SECURITY GUARD

1. Keep the premises Gate closed always
2. To establish the identity of the employees entering the premises, by way of checking the Identity Cards
3. Allow the visitors enter the premises only after the permission from concern department
4. Prepare visitor pass and log the timings (Entry time and Exit time) in the Visitors Register kept at the Gate.
5. Ensure all visitors have exited the premises by closing hrs and report the particulars of the visitors who are staying back even after the laid down timings
6. Ensure all vehicles are parked in ready to drive out position
7. Inform security officer before leaving the place at the time of tea break, lunch break etc for replacing the security guards
8. To maintain key box of all sections at the premises.
9. Check all CL's and employees for restricting beedi, cigarettes, paan masala etc. inside of premises
10. Assist with compliance of company, local, state and federal safety directives
11. Report safety issues, such as fire hazards, vandalism and suspicious or criminal activity
12. Avert inventory losses by reporting missing items, inconsistencies and damaged property
13. Answer the phone when requested or during non-business hours
14. Secure all exits, doors and windows after end of operations
15. Check surveillance cameras periodically to identify disruptions or unlawful acts
16. Respond to alarms by investigating and assessing the situation
17. Submit reports of daily surveillance activity and important occurrences