**Job Description**

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| **Job Title:** | **Guard** |
| **Department/Location:** | **Insert the department name.** |
| **Band:** | **Insert the Band or Grade of the position from the Salary Scale.** |
| **Reports To:** | **Insert the position title of the person to whom this position will report.** |
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| **Background:** |
| Insert two to three sentences about what we are doing in the emergency.  |
| **Primary Function:** |
| Ensure the safety of CRS premises and of all people and equipment occupying or visiting the premises. |
| **Job Responsibilities:** |
| 1. Provide surveillance and oversight of all CRS property; notify Supervisor of any suspicious activities or incidents and complete reports as required
2. Prevent entry into the CRS designated premises of any person not authorized by the CRS or that of any person who lacks proper identification; ensure that visitors sign guest registry as determined for that residence
3. Prevent of the removal from the CRS designated premises of any property whatsoever not pre-authorized to be removed by CRS.
4. Notify Supervisor and/or resident immediately in the case of: injury or damage to person or property, fire or riots, or in case of property damage in the event of force majeure or in any other situation with which the guard on duty cannot cope alone
5. In the case of the replacement guard either late or completely absent, notify the CRS contact person and stay at the post until further instructed
6. When there are no persons on the residence, ensure all doors and windows on buildings and vehicles are secured
7. Notify Supervisor in advance of any absence or forfeit the pay for the shift and possibly face dismissal for unauthorized leave
8. Ensure proper professional appearance, including personal grooming and uniform upkeep (to be provided by CRS)
9. To be engaged solely with CRS and no other employer during this contract period
10. Remain alert and attentive and at the duty post during the complete time of duty; sleeping or departures from the post of duty
11. Take proper care for CRS property made available for service (fan, torch, guard house). Under no circumstances can CRS or CRS staff property or items be used or accessed apart from those provide by CRS or CRS staff
12. Provide help and support when needed/ requested (loading and unloading vehicles, etc)

\* Breaches of abovementioned duties and expectations may result in immediate dismissal without a warning |
| **Supervisory Responsibilities:**  |
| None |
| **Key Working Relationships:** |
| **Internal:** |
| All CRS staff  |
| **External:** |
| All visitors to CRS location |
| **Competencies:** |
| 1. Manifests CRS mission, values, and guiding principles to help improve the lives of the poor, vulnerable, and voiceless.
2. Makes responsible and efficient use of time, talent, money, assets, and natural resources to achieve plans and goals.
3. Builds and maintains mutually beneficial relationships through solidarity.
4. Builds the capacity of self, staff and partners to continue learning and innovating to better fulfill our mission.
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| **Qualifications:** |
| **Required:** |
| 1. Professional and courteous manner
2. Reliable and Trustworthy
3. Proactive and Extremely Responsible
4. Meticulous and detail oriented
5. Very Respectful of Privacy of Residents
6. Extremely Punctual
7. Critical Thinking Skills
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| **Preferred:** |
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| **This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.** |