



# Sioux Manufacturing Corp.

## Job Posting

### Job Announcement

Job Title: Security Guard  
Shift: Part-time  
Posting Date: 8/8/18

Department: Security  
Grade/Level: \$10.00-\$14.00  
Closing Deadline: 8/15/18

### QUALIFICATIONS:

- High school diploma or equivalent.
- Basic computer knowledge required. CPR, AED, and First Aid Certification.

### SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- Patrol entire premises to assure the building is secure, preventing potential intrusion.
- Respond to alarms and investigate disturbances.
- Monitor and limit facility access to ensure only authorized personnel gain entrance.
- Monitor departure of employees and visitors to guard against theft and maintain security of premises.
- Prepare daily reports of activities including irregularities; such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- In emergency situations, call the police, fire department or other relevant authority as the situation mandates.
- Maintain high visibility among visitors, patrons, and employees to preserve order and protect property.
- Answer telephone calls, take messages, answer questions, and provide information whenever switchboard is not manned.
- Report to supervisor of rule infractions or violations.
- Screen individuals, bags, boxes, etc. and prevent passage of prohibited articles into restricted areas.
- Assure the security camera system and equipment are operational and if they go down restart and write the time down and time up in the log. Contact your supervisor when the camera's are down.
- Each guard is responsible to keep their area clean. After each shift, guards are to clean work area, sweep floor, and dispose of any trash in the waste baskets.

This position has become available at Sioux Manufacturing Corporation. Applications can be picked up at 1115 Dakotah Drive Fort Totten, ND or printed from company website [www.siouxmanufacturing.com](http://www.siouxmanufacturing.com) A completed application must be submitted by the posting deadline in person or by fax: (701)766-4089

***NOTE: Sioux Manufacturing Corporation takes pride in its accomplishment in meeting its responsibilities and obligations regarding equal opportunity employment and gives its wholehearted support to the principle of equal employment opportunity.***