

<b>Job Title</b> Security Guard - Unarmed	
<b>Hourly Pay Rate</b> \$14.00	<b>Time-base</b> 119-day Part-time, Seasonal, Temporary
<b>Job Overview</b> This position guards and patrols the entire facility with constant awareness of surroundings and provides support to the Public Safety Department.	
<b>Duties and Responsibilities include, but are not limited, to the following:</b>	
<ul style="list-style-type: none"> <li>• Controls entrances and prevents admittance of unauthorized individuals at checkpoints.</li> <li>• Greets, directs, and assists individuals using excellent customer service skills.</li> <li>• Patrols the entire facility on foot or patrol vehicle to maintain visibility and observe possible unusual activity.</li> <li>• Unlocks, locks, opens, and closes numerous padlocks, doors, and rollup doors with keys and tools.</li> <li>• Ensures lights are turned on or off as necessary throughout the Fairgrounds and other associated State properties.</li> <li>• Maintains a working knowledge of all emergency policies, procedures, and regulations to be able to respond to alarms, incidents, and emergency situations.</li> <li>• Writes and submits complete, accurate, and informative reports.</li> <li>• Ensures tasks and responsibilities are completed and covered and commits to long hours of work when necessary to reach goals.</li> <li>• Provides information to Public Safety team by communicating effectively.</li> <li>• Performs other related duties as assigned or requested when needed.</li> </ul>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Must possess a valid Guard Card issued by the California Department of Consumer Affairs.</li> <li>• Excellent customer services and communication skills.</li> <li>• Good judgement and professionalism.</li> <li>• Conform to uniform requirements.</li> <li>• Must possess a valid driver's license if required to drive patrol vehicle.</li> </ul>	
<b>Working Conditions</b>	
<ul style="list-style-type: none"> <li>• Maintains fixed post position and/or walks for extensive periods patrolling the 400-acre facility.</li> <li>• Involves some exposure to hazards or physical risk that require following safety precautions.</li> <li>• Sees, hears, smells, and stays alert of surroundings.</li> <li>• Uses standard security equipment and office equipment.</li> <li>• Moves objects up to 50 pounds.</li> <li>• Works a flexible schedule including nights, weekends, and holidays when necessary.</li> </ul>	