

	HERBAL REMEDIES DISPENSARY		
	Job Description		
Position:	Security Guard	Department:	Security
FLSA Classification:	Non-Exempt	Job Location:	Quincy, IL
Job Classification:	Hourly	Work Hours:	FTE: 40 hours/week PTE: 20 – 26 hours/week
Employment Type:	Regular Full Time/Part-Time	Reports to:	Chief Operating Officer
		Wage:	\$12.00/hour

Position Summary:

The Security Guard works within the Security Team and is responsible for ensuring company facilities, employees, patients and products are well secured in accordance with established procedures and policies. Conducts security checks, views security monitors, and reports significant problems to authorities. Completes scheduled security reports. Assists and supports Company personnel with special needs. Assumes on call duties as required and responds to alarms and security problems as needed. The Security Guard is armed and will have access to different types of methods needed to contact police, medical services, fire etc. when necessary.

Essential Job Duties:

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Participates in routine safety equipment checks to ensure security equipment is functioning properly and is regularly maintained, following manufacturer's instructions; inspects and adjusts security systems, equipment and machinery as needed to ensure operational use and detect evidence of tampering; troubleshoots malfunctions, calling for repairs as needed; evaluates new equipment and techniques.
- Monitors and authorizes entrance and departure of employees, visitors, vendors and other persons, asking for appropriate documentation and/or authorization in order to stop suspicious people and guard against theft and maintaining security of premises.
- Warns persons of rule infractions or policy / procedure violations; apprehends or evicts violators from premises, using force when necessary.
- Responds to alarms, calls of distress, or emergencies such as fire, injuries or presence of unauthorized persons by calling police, fire departments and/or local emergency response teams.
- Investigates and reports disturbances, hazards, and suspicious activities to local police for correction actions.
- Writes reports of daily activities and irregularities, such as security / surveillance equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences in a timely and accurate manner and within established protocols and guidelines.
- Ensures reports, records and other documentation is accurate, complete, timely and in accordance with established policies and procedures.
- Maintains company's stability and reputation by complying with local, state and federal laws and regulations.
- Receives necessary information from previous shift personnel pertaining to events that transpired during the shift such as resident medical problems, disciplinary problems or new arrivals and any special instructions; relieving the watch and informing necessary personnel that the watch has been relieved.
- Performs other duties as assigned by the Security management.

Qualifications:

- High school diploma or GED required.
- Two years prior experience as a safety or security professional, law enforcement or military experience preferred.
- Must possess a valid Firearm Owner's Identification (FOID) Card issued by the Illinois State Police.
- Must possess a valid Illinois Concealed Carry License.
- Must own a 9mm/40 cal. /45 cal. firearm with a level 2 or higher weapon retention holster.
- Must have no disqualifying history of mental illness (for armed security).
- Ability to work a flexible work schedule.
- Ability to handle typical and crisis situations efficiently and effectively.
- Formal training in non-violent communication, conflict de-escalation and/or assertiveness.
- Proof of firearms training.
- Proven surveillance skills, attentive to detail.
- Proactive in auditing security issues on a daily basis.
- Knowledge of security equipment and devices and the operation thereof.
- Demonstrated ability to implement security and safety procedures.
- Demonstrated passion for the medical cannabis movement, with some knowledge of medical cannabis preferred.
- Neat and professional appearance.
- Friendly and professional demeanor, tactful when necessary.
- Ability to communicate effectively both orally and in writing with staff, patients and the public, to understand and follow standard operating procedures, to perform duties in a professional manner and appearance, to write and investigate required reports; to make independent and good judgment decisions within proper policy and procedures.
- Persistent and able to work in stressful situations; ability to deal with uncertainty.
- Ability to provide quality customer service; convey compassion towards patients.
- Ability to work alone, responsibly and without supervision.
- Basic computer operating skills with ability to operate PC, phones, monitors and other basic security devices.
- Training and certification in First Aid, CPR and AED preferred.

Minimum Illinois Department of Finance and Professional Regulations**Requirements in order to work in a medical cannabis dispensary:**

- Must be 21 years of age or older.
- Must be able to successfully pass a Livescan fingerprint-based criminal history check, clear of any felony convictions.
- Must be legally authorized to work in the United States.
- Must be able to obtain an Agent Identification Card issued by the Illinois Department of Finance & Professional Regulations.
- Must stay current and adhere to all policy and regulations of Illinois's Compassionate Use of Medical Cannabis Pilot Program Act.

Physical Requirements:

- Ability to move about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Ability to sit for extended periods of time.
- Ability to see, hear, speak and write clearly in order to communicate effectively with employees, patients, visitors and public.
- Normal vision or corrected by use of glasses and/or contacts for normal reading and viewing abilities to determine the accuracy, neatness, and thoroughness of the work assigned, or to make general observations of facilities or structures.
- Ability to perceive the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.

- Ability to twist, turn, bend, stand, climb stairs and walk as required to perform the duties associated with functioning as a security officer.
- Pushing/pulling/carrying, with the ability to lift up to 50 pounds occasionally.

Work Environment:

- Work is performed year-round, inside and outside building with exposure to inclement weather and unpredictable crisis situations
- While inside the dispensary, work location will primarily be situated in an enclosed office space observing and using audio and video equipment daily to interior/exterior.
- Shift work, including day, evening, weekends all year round, may be required

Disclaimer:

All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected Veteran status, gender identity and sexual orientation.