



F 5.3.1 JOB DESCRIPTION

REV.: D
DATE: 07/12/2022
OWNER: Quality Manager

POSITION: Security Guard

DEPARTMENT: Plant

SUPERVISOR: Plant Manager

AUTHORITY TO: ☐ HIRE/ TERMINATE ☐ DISCIPLINARY ACTION ☐ PURCHASE ☐ LEAD CONTINGENCY PLAN

COMPETENCIES

Education

- Middle School as minimum or equivalent combination of work experience and education

Training

- SQF (Safe Quality Food)
- 5 "S" Methodology principles
- QMS (Quality Management System)
- GMPs (Good Manufacturing Practices)

Skills

- Basic Mathematics
- Attention to detail
- Ability to reach with a calm head and quick thinking in a crisis
- Strong observation skills
- Understanding of laws and regulations pertaining to security
- Bilingual (English and Spanish)
- No physical limitations

Experience

- None required

ASSIGNMENTS/ ACTIVITIES

- Inform the supervisor of any equipment, machine, or tool damaged
- Protect the company's property and staff by maintaining a safe and secure environment
- Report in detail any suspicious incident
- Patrol randomly or regularly building and perimeter
- Monitor and control access at building entrances and vehicle gates
- Maintain a clean work environment
- Monitor that coworkers respect and use the PPE
- Report any security problem inside the facility
- Assist the Plant Manager as needed
- Follow Company's Handbook policies to ensure a safe and healthy workplace

CERTIFICATE OF ACKNOWLEDGEMENT

I have reviewed the above Job description and certify that I understand and will follow accordingly and perform similar or other duties when requested by the department manager or managers.

Employee Name: _____

Date: _____



F 5.3.1 DESCRIPCIÓN DE TRABAJO

REV.: D
DATE: 07/12/2022
OWNER: Quality Manager

POSICIÓN:

DEPARTAMENTO:

SUPERVISOR

AUTORIDAD PARA: ☐ CONTRATAR/TERMINAR ☐ MEDIDAS DISCIPLINARIAS ☐ COMPRA ☐ GUIA DE PLAN PARA CONTINGENCIA

COMPETENCIAS

Educación

-

Entrenamiento

-

Habilidades

-

Experiencia

-

TAREAS / ACTIVIDADES

-

CERTIFICADO DE RECONOCIMIENTO

He revisado la descripción del trabajo anterior, certifico que entiendo, que seguiré como corresponde, y que realizaré tareas similares o de otro tipo cuando lo solicite el gerente o gerentes del departamento.

Nombre del Empleado:

Fecha: