

JOB DESCRIPTION FORM



Division/Department: Security

Location: Fresno, CA

Job Title: Night Shift Security Guard

Reports to: Peter Baloian, Carlos Hernandez

Title: Shipping/Warehouse Manager

Position Overview: The Night Shift Security Guard plays a crucial role in maintaining the safety and security of our packing shed, cold storage, and mechanic shop. This position requires a vigilant and dependable individual who can effectively patrol the premises, monitor for any suspicious activities, and respond promptly to emergencies. Utilizing the ProxiGuard Patrol system, the guard will ensure active patrol throughout the night, while also assisting with offloading trucks that arrive after hours.

Essential Core Values needed at Baloian Farms:

1. Dependable
2. Respectful
3. Honest
4. Work Ethic
5. Determined

Essential Personal Characteristics:

1. **Strong Communication Skills:** Ability to effectively communicate with team members and authoritative figures.
2. **Punctuality:** Consistently arrives on time and adheres to the scheduled shifts.
3. **Attention to Detail:** Vigilant and thorough in monitoring the premises and reporting any irregularities
4. **Dependability:** Reliable and trustworthy, with a strong sense of responsibility.
5. **Adaptability:** Capable of adjusting to various situations and following directions from multiple points of authority.
6. **Time Management:** Effectively utilize time wisely to ensure the safety and security of our employees, premises and assets of our company.

Essential Job Functions by priority:

1. **Patrol the Premises:** Conduct regular patrols of the facility, including the packing shed, cold storage, parking areas, and mechanic shop, using the provided security truck. Some areas will need to be patrolled on foot.
 - a. Provide patrol of parking areas when crew leave late at night and arriving early in the morning.

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2. **ProxiGuard Patrol System:** Utilize the ProxiGuard Patrol system with the provided phone to ensure active patrolling of designated areas throughout the night.
3. **Monitor and Report:** Observe and report any suspicious activities, security breaches, or safety hazards to the appropriate authorities.
4. **Access Control:** Ensure that all entry and exit points are secure and that only authorized personnel are allowed access to the facility.
5. **Emergency Response:** Respond promptly to any emergencies, alarms, or incidents, and take appropriate action as needed.
6. **Offloading Trucks:** Assist with offloading trucks that arrive after hours, ensuring proper handling and storage of goods.

Additional Requirements and Responsibilities:

1. **Physical Fitness:** Ability to perform physical tasks such as walking, standing, and driving for extended periods.
2. **Drug Screening:** Successful completion of a drug screening.
3. **Training:** Participate in ongoing training and development programs to stay updated on security protocols and procedures.
4. **Team Collaboration:** Work collaboratively with Field and Facility staff to maintain a safe and secure environment.
5. **Forklift Experience:** At least 6 months experience and must be certified by Baloian Farms Safety Manager upon hire.
6. **Independent:** Must be able to work with minimal supervision.
7. Ability to follow oral and written instructions.
8. Ability to work independently and learn on the job.
9. Flexible work schedule
10. Shifts are Sunday through Friday nights.