

**JOB TITLE: Site Security Guard**

**JOB HOLDER**

**1. MAIN PURPOSE OF JOB**

- Responsibility for guarding the construction site of our new purpose built office campus, adjacent to our current office building and act as the first point of contact for all site visitors.

**2. POSITION IN ORGANISATION**

- Reports to the Facilities Manager
- Liaises at all levels internally and externally

**3. SCOPE OF JOB**

- **Security Duties** – To ensure that the site is maintained securely
- **Concierge Duties** – To ensure that site visitors and deliveries are welcomed to CDL, maintaining a professional image of the Company at all times

**4. QUALIFICATIONS**

- Full and clean driving licence (including D1 and D1E elements)
- First Aid certificate or willingness to obtain one

**5. EXPERIENCE**

- Proven ability in a customer facing role
- Smart and professional appearance
- Confident telephone manner

**Concierge Duties**

- Meet and greet visitors and staff to CDL ensuring the correct signing procedures are used
- Opening and unlocking of construction site and site cabins.

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**Facilities Management**

- To assist in ensuring buildings are maintained to high standards; developing maintenance procedures
- To assist in ensuring compliance with legislative requirements / employers liability insurance and company policies
- Liaising with external contractors and service providers
- Ensuring information is correctly communicated to the site supervisor
- Checking, accepting and directing deliveries on site

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**Building Management**

- To assist in cleaning duties as directed
- Ensure that company grounds are maintained
- Providing security for building material stored on site
- Monitoring the security of the grounds

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**Individual Development**

- Identify opportunities for development as and when