

### **3.2.14 GUARD**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in safeguarding and overseeing movable and immovable property against fire, theft and damages.

#### **Characteristic functions**

The employee in this class of employment is required to make inspection rounds according to predetermined schedules; he or she makes sure that doors and windows are locked and that lights are turned off; must report to management any irregularities or deficiencies involving risk or damage to property.

He or she is also assigned the duty of greeting visitors. He or she oversees the comings and goings of visitors, staff and students and, in some cases, residents.

As part of his or her duties, he or she is required to maintain order and discipline, answer the telephone, relay messages and deliver documents entrusted to him or her.

He or she may also be required to act as a doorman, night watchman or parking lot attendant.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Practical skills

Be able to write simple reports.

Possess basic notions of safety regulations.