



# JOB POSTING

**POSITION:** Security Guard (NIGHTS)  
**STATUS:** Full-Time  
**LOCATION:** Kohl & Frisch Limited (Concord DC)  
**REPORTS TO:** National Security Supervisor  
**DEPARTMENT:** Operations

## Primary Role of This Position

Responsible for the security and safeguarding of employees, visitors, and property at Kohl & Frisch's Concord location.

## Major Responsibilities

### **Security**

- + Monitor the facilities (internal and external) and control access (sign-in procedures) by utilizing devices and electronic surveillance systems, ensuring that appropriate policies and procedures are utilized
- + Report and appropriately respond to unusual or emergency situations initiating actions as required; perform escort duties as required
- + Maintain the control of all Distribution Centre keys, ensuring processes (e.g., sign-out) are in place and adhered to
- + Monitor outgoing traffic to prevent unauthorized removal of company product or property; conduct inspections as required

### **Safety**

- + Ensure employees and temporary workers have proper attire (e.g., safety shoes) prior to entering the warehouse
- + Follow safety procedures as set out in the Health and Safety Manual
- + Maintain an up-to-date status on first aid training, applying such training as and when required

### **Administrative**

- + Create swipe and replacement badges (e.g., full-time, contract, on-call employees, etc.) via the Kantech Access Control
- + Set up and maintain temporary workers in Timekeeper system; track work hours and report same to agencies and payroll on a weekly basis
- + Assign and administer employee lockers while maintaining the list of locker passwords
- + Perform other duties as assigned

## Education and Experience

- + Post-secondary education in security, police or legal program is preferred
- + Possess and maintain a valid Security Guard License and First Aid/CPR Certificate
- + 2 years' experience in a similar position or related field

## Hours of Work

Sunday - Thursday, 9:00 p.m. to 5:30 a.m.

Flexibility with hours is required and being on-call for emergencies is required.

## Qualifications

- + Knowledge of the Criminal Code of Canada, Trespass to Property Act and Powers of Arrest
- + High attention to detail, self-motivated, organized and flexible, good communicator, able to deal with conflict, responsible, and a team player
- + Experience with CCTV and Access Control Systems
- + Maintain a high level of confidentiality
- + Accountability, initiative, and a high level of ownership

## How to Apply

If you are interested in applying, please submit a cover letter and a résumé. Please ensure you specify the job title, **Security Guard- ON**, in the subject line of your email.

Please send all applications for this role to: [emartins@kohlandfrisch.com](mailto:emartins@kohlandfrisch.com).

*Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted.*