
NIGHT WATCHMAN JOB DESCRIPTION

TITLE: Night Watchman

QUALIFICATIONS:

1. Ability to read, write and follow written directions.
2. Demonstrate aptitude or competence for assigned responsibilities.
3. Must possess a valid driver's license.
4. Any other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

JOB GOAL: To ensure the safety and security of the staff and the residents buildings and units during assigned work hours.

PERFORMANCE RESPONSIBILITIES:

1. Arrives to work on time and attends work on a regular basis with minimal absences.
2. Develop and carry out an intermittent building security check schedule.
3. Completes an hour-by hour log showing building and window checks noting security system(s) are functioning properly, any acts of vandalism, persons observed to be on campus or in direct proximity to campuses, unlocked doors, suspected entries or malfunctions in security equipment.
4. Turns in log to _____ prior to and as a condition to receiving paycheck.
5. Checks all doors in and outside of buildings to be sure they are locked when vacant, locks doors found to be left unlocked, and reports unlocked doors to the building principal via written notes or verbally on or before the next working day..
6. Checks all windows to ensure they are secured when building is vacant.
7. Makes floor-by-floor check of all buildings once every two hours during the nightly work assignment and logs such patrols.
8. Notifies police, fire department, or other appropriate authority of any situation requiring immediate or prompt attention.

9. Is considerate, courteous, and treats others with respect.
10. Other duties, as may, from time to time be assigned by supervisor.

TERMS OF EMPLOYMENT: 12-month work year with hours to be determined and set with _____.

EVALUATION: Performance will be evaluated in accordance with the provisions of the Board's policy on evaluation of support staff.

Name

Date

Supervisor

Date