



# Example of Security Shift Supervisor Job Description

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Our growing company is searching for experienced candidates for the position of security shift supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for security shift supervisor

- Maintains current information on local criminal activity, , to ensure the protection of company assets, guests and team members
- Provides support to departmental management in the event of sensitive and/or dangerous situations involving terminations, thefts, team member or guest issues
- Assist the Shift Manager during verification of all reports to ensure completeness and accuracy
- Writes reports of daily activities and issues
- Assist the Security Manager in achieving and maintaining departmental goals on assigned shifts
- Answers guest questions and responds to complaints
- Telecom Technician Supervisor
- May perform all duties of Monitor I and II
- Provide training, supervision, and leadership to Monitors through the assignment of work, monitoring of progress and review of results
- Train, supervise and oversee shift personnel duties, ensuring that schedules are properly covered, duties enacted, reports made, so the security of the facility is maintained and overtime kept to a minimum

## Qualifications for security shift supervisor

- Prepare and distribute daily shift summary of any matters occurring during shift for review by all Security Shift Supervisors and Sr

- Communicates routinely with other Shift Supervisors and Security Sergeant
- Maintains shift schedules and related issues
- Requires extensive walking, standing, and sitting