



Security Guard

J.C. Newman Cigar company was founded in 1895. With our headquarters, factory and museum located in historic Ybor City (Tampa), Florida, J.C Newman Cigar Company is the oldest family-owned cigar manufacturer and distributor of premium cigars in the country as well as the last operating cigar factory in the iconic Cigar City of Tampa. Partnering with the Dominican based Tabacalara A. Fuente Y Cia Cigar Company, the J.C Newman Cigar & Arturo Fuente Cigar Company is the world leader in cigar manufacturing and distribution.

An exciting opportunity exists for a 2nd shift security guard. The primary function of this position is to maintain a safe and secure environment for employees and guests. The Security Guard will patrol and monitor the interior areas and exterior grounds of our facility. Other duties include operating and monitoring surveillance cameras, visual inspections of the facility and grounds, providing employees and guests with safe egress to the building and parking areas, taking corrective action or reporting any concerns to the Security Supervisor, Building Manager or Director of Operations. The ideal candidate should have prior experience in law enforcement or security detail work and have a clean criminal record. This position will require availability to cover some holidays and special events.

Job Duties:

- Welcome guests as they arrive.
- Monitor employees and guests entering and leaving the premises.
- Monitor employees and guests who have purchased items as they exit the building to ensure proper approval and documentation (receipt).
- Check employee bags to ensure product is not leaving the building without proper approval.
- Ensure employee and guests are safe as they enter and exit the building.
- Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, fire and safety equipment, and access points permitting entry.
- Monitor security equipment, including access alarms and fire alarms. Reporting anything unusual to the security supervisor when at the front security desk, greet and direct visitors and guests, maintain visitor badges.
- Maintain security log and operate security camera system.
- Communicate with staff to announce deliveries and guests.



- Controls traffic by directing drivers.
- Conduct hourly rounds during non-business hours, ensure production machinery and equipment is secure and off, check to make sure windows and doors are locked and secured, check stairwells, fire exits and fire extinguishers.
- Contact law enforcement or fire department in case of emergency.
- Assist with fire alarm drills and pump tests.
- Assist with security during after hour functions.
- Perform related duties as required.

- Requirements:
- A minimum of 3 years' experience functioning as a security guard or similar law enforcement position
- Excellent observational skills and attention to detail
- Must possess a valid Florida Driver's License clear of driving infractions and have the ability to operate a company van.
- Must have a clear criminal history.
- Must be a High School graduate or above
- Additional certification in security or similar field is desirable as well.
- Possess good customer service skills and communicate in an effective manor both verbally and in writing; keeping a positive attitude.
- Must be able to work a flexible schedule, including weekends, holidays and overnight (3rd shift) hours as needed to cover time off schedule of other department staff.

Physical Requirements:

- Must be able to conduct physical rounds throughout the 100,000 square foot facility and surrounding property.
- Must be able to stand for prolonged periods of time throughout parts of the day.
- Must be able to sit for prolonged periods while monitoring surveillance equipment at a desk.
- Can operate a walking pallet jack; or, is capable of learning to use a walking pallet jack.
- Ability to react appropriately and without hesitation during emergency situations.

J.C. Newman Cigar offers a competitive benefits package which includes major medical, vision and dental insurance, 401k Savings Plan with Company match, Company paid life and short-term disability insurance, Company sponsored long term disability, additional life insurance and healthcare insurance policies and vacation and personal time.

To be considered for this position and the opportunity to join the most elite cigar manufacturer in the industry, please forward a copy of your resume to our Human Resource Department at hr@jcnewman.com or visit our website [JC Newman Careers](#) to complete an application and submit a resume.

At J.C. Newman Cigar Company we hold a belief that diversity and inclusion is an essential part of our success over the last 127 years. We have a diverse and inclusive team of dedicated people and are proud to be an Equal Opportunity Employer and comply with all federal, state and local laws prohibiting employment discrimination of any kind. We are a drug free workplace and conduct pre-employment drug screening.