



Terms and Conditions for Job Descriptions

Job Descriptions at HospitalityLawyer.com are provided as informational, educational, and illustrative purposes only. HospitalityLawyer.com does not render legal advice. You should always consult legal professionals for your specific needs, questions, and services. If you choose to use a job description, you do so at your own risk. HospitalityLawyer.com does not make any representations that the job descriptions are suitable for a particular use and the user should always independently assure themselves of the accuracy and legal compliance for their particular jurisdiction.

[COMPANY NAME] JOB DESCRIPTION

Position: Security
Guards

Job Description:

Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.

Job Tasks:

- Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Answer alarms and investigate disturbances.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
- Answer telephone calls to take messages, answer questions, and provide information during non- business hours or when switchboard is closed.
- Drive and guard armored vehicle to transport money and valuables to prevent theft and ensure safe delivery.
- Monitor and adjust controls that regulate building systems, such as air conditioning, furnace, or boiler.
- Escort or drive motor vehicle to transport individuals to specified locations and to provide personal protection.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering.
- Circulate among visitors, patrons, and employees to preserve order and protect property.
- Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.

Required Knowledge:

- **Public Safety and Security** -- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **Law and Government** -- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **English Language** -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Customer and Personal Service** -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Required Skills:

- **Social Perceptiveness** -- Being aware of others' reactions and understanding why they react as they do.
- **Speaking** -- Talking to others to convey information effectively.
- **Active Listening** -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Judgment and Decision Making** -- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Critical Thinking** -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Writing** -- Communicating effectively in writing as appropriate for the needs of the audience.

Abilities Required:

- **Oral Expression** -- The ability to communicate information and ideas in speaking so others will understand.
- **Oral Comprehension** -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Problem Sensitivity** -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Night Vision** -- The ability to see under low light conditions.
- **Selective Attention** -- The ability to concentrate on a task over a period of time without being distracted.

- **Time Sharing** -- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- **Response Orientation** -- The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
- **Peripheral Vision** -- The ability to see objects or movement of objects to one's side when the eyes are looking ahead.
- **Near Vision** -- The ability to see details at close range (within a few feet of the observer).
- **Speech Recognition** -- The ability to identify and understand the speech of another person.

Job Activities:

- **Monitor Processes, Materials, or Surroundings** -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Performing General Physical Activities** -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Identifying Objects, Actions, and Events** -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Operating Vehicles, Mechanized Devices, or Equipment** -- Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
- **Making Decisions and Solving Problems** -- Analyzing information and evaluating results to choose the best solution and solve problems.
- **Performing Administrative Activities** -- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- **Documenting/Recording Information** -- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Judging the Qualities of Things, Services, or People** -- Assessing the value, importance, or quality of things or people.
- **Handling and Moving Objects** -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

I _____ acknowledge that I have read and understood this job description for the position of Security Guard.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____