# Security Guard Job Summary

We are seeking a reliable, professional security guard to patrol and monitor our premises. In this position, you will prevent theft, violence, and infraction of rules by maintaining a highly visible presence and preventing all illegal or inappropriate actions. You must detect, deter, observe, and report all issues to increase overall safety in our facility.

### Primary responsibilities

* Protect property and lives by patrolling the area.
* Monitor entrance of property through surveillance.
* Identify visitors and ask for appropriate documents.
* Guard against theft and maintain security.
* Respond to alarms and calls of distress.
* Stop suspicious people and ask for identification.
* Investigate thefts and file police reports.
* Call for aid if necessary.
* Use walkie-talkies, pagers, and cell phones to stay in contact with security personnel.
* Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.
* Report rule infractions and violations.
* Issue tickets and citations.
* Apprehend criminals and evict violators.
* Prevent passage of prohibited articles into restricted areas.
* Check purses, pockets, and bags for suspicious items.
* Remove weapons and stow away for later retrieval.
* Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering.
* Regulate and monitor building systems.
* Inspect windows and doors to ensure locks are in place and working.

## Security Guard Duties and Responsibilities

* Monitor the company’s property and maintain a safe and secure environment
* Watch for signs of crime or disorder; investigate disturbances
* Act lawfully at all times in direct defense of life or property
* Act as a consistent presence to deter criminals
* Evict violators of rules and regulations
* Report any suspicious/unusual occurrences to authorities and management
* Patrol premises randomly and regularly, including buildings and perimeter
* Monitor and control access to building entrances and vehicle gates
* Operate metal detectors and x-ray machines, as needed
* Monitor alarm systems and video cameras
* Perform first-aid or CPR if needed

## Security Guard Requirements and Qualifications

* High school degree or equivalent
* Significant work experience as a security guard or other relevant position
* Thorough training and current certification or security officer diploma required
* Basic computer skills necessary for reporting and communications
* Ability to operate detecting systems and emergency equipment
* Extensive working knowledge of public safety and security procedures/protocols
* Willingness to comply with all laws and institutional regulations at all times
* Keen surveillance skills and detail orientation
* Integrity, professionalism, and character beyond reproach