

Security Guard Job Description Template

Overview of Security Guard

A Security Guard is responsible for safeguarding people, property, and assets. They maintain a vigilant presence to deter crime and respond promptly to any security breaches. Security Guards enforce regulations, monitor surveillance systems, and conduct patrols to ensure a safe environment. With strong communication skills, they effectively communicate with team members and report any incidents or suspicious activities.

What Does a Security Guard Do?

Are you a vigilant protector with a keen eye for detail? We are seeking a dedicated Security Guard to join our team and ensure the safety and security of our premises.

In this role, you will play a critical role in ensuring the safety and security of our premises, employees, and assets. You will be responsible for monitoring surveillance equipment, patrolling designated areas, and responding to emergencies.

If you're someone who is committed to maintaining a safe environment and has a strong sense of responsibility, then this role is for you!

Security Guard Responsibilities and Roles

- ❖ Patrol assigned areas on foot or by vehicle to detect and deter security threats, unauthorized entry, or suspicious activity.
- ❖ Monitor surveillance cameras and alarm systems to identify potential security breaches or safety hazards.
- ❖ Respond promptly to security incidents, emergencies, or disturbances, taking appropriate action to mitigate risks and maintain order.
- ❖ Conduct security checks of premises, including doors, windows, and gates, to ensure they are properly secured and locked.
- ❖ Escort employees, visitors, or contractors to and from designated areas as needed, providing assistance and guidance as required.

- ❖ Complete detailed reports documenting security incidents, observations, and actions taken during patrols or investigations.
- ❖ Collaborate with local law enforcement agencies or emergency services personnel as necessary to address security concerns or respond to emergencies.
- ❖ Enforce company policies and procedures related to security, safety, and access control, ensuring compliance with applicable regulations and standards.
- ❖ Assist with the implementation of security protocols, training programs, and risk mitigation strategies to enhance overall security effectiveness.

Security Guard Skills and Requirements

- ❖ A high school degree or its equivalent is required; further education or certification in law enforcement or security is preferable.
- ❖ Proven experience as a security guard, law enforcement officer, or related field, with a demonstrated ability to handle security responsibilities effectively.
- ❖ Strong observational skills, with the ability to identify and respond to security threats or suspicious behavior quickly and accurately.
- ❖ Outstanding interpersonal and communication skills, with a tendency to engage professionally with an extensive range of people.
- ❖ Physical health and endurance to conduct routine patrols and react to security issues as required.
- ❖ Knowledge of security protocols, procedures, and best practices, with a commitment to maintaining a safe and secure environment.
- ❖ Ability to remain calm under pressure and handle challenging situations with tact, diplomacy, and professionalism.
- ❖ Basic computer skills and familiarity with security surveillance systems and equipment.

Pro Tip

While screening applicants and employees, deploying skill testing and competency-based valuation is crucial for a bias-free hiring process. Use Xobin to run end-to-end screening, assessment and AI-powered video interviews for this role and 1500+ other roles.