

Security Guard Job Description

1. Job Brief (About the Role)

{{Company Name}} is hiring a Security Guard to protect people, property, and assets at our {{site / property}}. This role reports to the {{Security Supervisor / Site Manager}} and works the {{day / night}} shift, deterring, observing, and reporting.

Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like "We are looking for..."

2. Responsibilities

- Patrol the property on foot or by vehicle on a set schedule and log checkpoints
- Control access at entrances: check IDs, sign in visitors, and issue badges
- Monitor CCTV, alarms, and access-control systems and respond to activity
- Deter, observe, and report suspicious behavior, hazards, and policy violations
- Write clear, accurate incident and daily activity reports
- Respond to emergencies and follow evacuation and lockdown procedures
- Enforce site rules and provide a professional, customer-service presence
- Coordinate with law enforcement or emergency services when needed

Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.

3. Requirements & Skills

- Valid {{state security guard license / registration}} where required
- {{X}}+ year(s) of security, military, or law-enforcement experience preferred
- Strong observation, judgment, and clear report-writing
- Able to stand and patrol for a full shift and respond quickly
- Pass a background check and {{drug screen}}

List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.

4. Nice-to-Have

- CPR/First Aid/AED certification
- Experience with {{access control or CCTV systems}}

Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good applicants.

5. Compensation & Benefits

Pay range	{{Salary Range}}
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Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.

6. Schedule & Work Environment

- {{Full-time}}; {{day / evening / overnight}} shift, weekends and holidays as scheduled
- Indoor and outdoor posts in varying weather
- Standing, walking, and occasional response to incidents

Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.

7. How to Apply

To apply, {{application instructions}} — e.g., send a resume and short cover note to careers@company.com}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.