



Job Description

Job Title: Security Officer
Reports To: Front Office Manager
FLSA Status: Non-Exempt
Department: Front Office
Division: Security

Summary: Acts as hotel security guard by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

- 1. Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.**
- 2. Obtains help by sounding alarms.**
- 3. Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.**
- 4. Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.**
- 5. Maintains environment by monitoring and setting building and equipment controls.**
- 6. Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.**
- 7. Contributes to team effort by accomplishing related results as needed.**
- 8. Responds to and investigates complaints and concerns.**