

## **JOB DESCRIPTION**

### **JOB TITLE: SECURITY**

**Department:** Security

**Reports to:** Owner

#### **SUMMARY OF JOB:**

Extremely detail conscious and observant. Able to operate in a crisis situation with a calm and authoritative manner. Able to deal with confrontational situations with professionalism, strength and courtesy. Responsible for providing a safe, secure atmosphere for guests and employees; maintaining and monitoring all safety procedures; providing daily written reports.

#### **QUALIFICATIONS:**

Experience in security preferred. A willingness to follow procedures, complete tasks in a timely, accurate and efficient manner, maintain proper attendance, and comply with company policies.

#### **PHYSICAL DEMANDS:**

Ability to engage in long periods of walking and standing. Be prepared for possible confrontational situations, including physical encounters. Able to withstand certain amounts of hot and cold temperatures when required to work outdoors.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Responsible for providing security and safety by monitoring entire property.
- Present a well-groomed, professional appearance, adhering to company uniform regulations.
- Follow a prescribed routine monitoring of all areas of facility; be aware of lighting problems, suspicious persons or activities. Be prepared to act quickly to prevent safety violations.
- Be knowledgeable of emergency contacts and procedures in the event of medical or other crisis situation.
- Prepare and submit daily written security reports, recording any and all items of note.
- Report property maintenance, equipment problems to Maintenance for repair and assist in the repair when necessary.
- Be prepared to provide assistance to management in the event of eviction procedures in rooms, restaurant, banquets or bar.
- Carry radio at all times to communicate with other departments.
- Extend hospitality and courtesy to guests and other employees.
- Keep keys on person at all times.
- Responsive to guest inquiries, concerns, complaints in a friendly, courteous, helpful manner.