

The Arlington Resort Hotel & Spa

Job Description

Job Title: Security Guard
Department: Security
Reports To: Director of Security

Approved By: Alan Sims
Approved Date: 09/25/2018
Classification: Non-Exempt

Job Summary

The Security Guard provides guests and employees with a safe and secure environment at all times. They enforce hotel rules, policies, and regulations. They also contribute an energetic and positive attitude to the hotel atmosphere while remaining professional.

Essential Duties and Responsibilities

- Patrol building and property noting and correcting safety, security, and fire hazards.
- Use security probe as required by department, logging in details.
- Respond properly in any hotel emergency safety situation.
- Respond to all medical emergency calls as the first responder to perform CPR if necessary.
- Properly investigate and document all employee and guest incidents relating to illness, injury, theft, or damage of property.
- Respond to all reported disturbance calls and be aware of suspicious persons.
- Advise department managers of activities by employees that are inconsistent with hotel policy.
- Ensure all security precautions are taken at special functions, banquets, parties, etc.
- Responsible for loading dock; receiving packages and products, selling meal tickets, and checking employee packages.
- Report any maintenance and housekeeping problems to those department managers.
- Perform daily administrative filing of reports and logs.
- Follow lost and found procedures.
- Escort guests as needed.
- Act as liaison with law enforcement.
- Monitor close circuit television and review tapes.
- Help maintain a high standard of cleanliness throughout the hotel by picking up debris and informing housekeeping if more cleaning is required.
- Have knowledge of hotel facilities, services, and hours of operation.
- Have knowledge of entertainment and special events scheduled in the hotel.
- Must be flexible to work any shift, including weekends and holidays.
- Maintain a clean and neat work area

- Adhere to hotel's dress code policy.
- Perform other related duties as assigned.

Minimum Qualifications

- One year previous experience in the security field preferred.
- High school diploma or GED.
- CPR certificate required.
- Professional and positive demeanor.
- Ability to perform multiple tasks and functions well under pressure.
- Excellent communication and organization skills.
- Ability to work cohesively with co-workers as part of a team.
- Basic computer skills.
- Detail oriented.

Physical Requirements

- Ability to physically restrain someone.
- Ability to run, climb stairs, and walk distances.
- Ability to assist someone to get into a wheelchair.
- Ability to run stairs with a fire extinguisher.

Employee Acknowledgement and Agreement of Job Description

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date