

Security guard job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: Nonexempt
- Pay range: [\$X to \$Y per hour]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're hiring a security guard to keep our [site, building, or event] safe by watching, patrolling, and responding professionally to incidents.

What you'll do

- Monitor entrances, exits, and security cameras.
- Check identification and control access for visitors and employees.
- Patrol buildings and grounds on foot or by vehicle.
- Respond to alarms, emergencies, and disturbances.
- Write clear, accurate incident reports.
- Enforce site rules politely and firmly.
- Contact police, fire, or medical services when needed.
- Help with emergency evacuations and drills.

What you'll need

- Valid [State] security guard license or ability to obtain one before starting.
- At least [18 or 21] years old.
- Ability to pass a background check and drug test.
- Ability to stand or walk for long periods and work nights or weekends.

Nice to have

- Previous security, military, or law enforcement experience.
- First aid and CPR certification.
- Experience with access control and camera systems.

Skills

Observation, De-escalation, Report writing, Calm under pressure, Customer service, Integrity.

Physical demands and work environment

Indoor and outdoor posts, in all weather and all hours. Requires standing or walking for long periods.

Pay and benefits

[\$X to \$Y per hour], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$18.28 (BLS OEWS, May 2025, SOC 33-9032, Security guards).
- Median annual equivalent: \$38,020 (hourly median x 2,080 hours).
- Mean annual wage: \$42,470.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Nonexempt (overtime eligible). Duties and pay decide overtime eligibility, not the job title.

Most states license security guards and require training hours, a background check, and fingerprinting, and armed guards need additional firearms training and permits. Security guards are nonexempt. Guards who must stay on post during meals must be paid for that time, and guards required to arrive early for shift briefings must be paid for that time as well. Guard companies should also check local licensing for the companies themselves.

How to customize it

- Say whether the post is armed or unarmed.
- State the license required and whether you help obtain it.
- Describe the post type and shift.
- List uniform and equipment provided.

Interview questions

1. How would you handle someone who refuses to leave the building?
2. Walk me through how you'd write an incident report.
3. What would you do if a fire alarm went off during your shift?
4. How do you stay alert on a quiet overnight shift?

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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