**Duties and responsibilities OF SECURITY OFFICER**

A hotel security officers is responsible for providing safety in hotels. They help protect guests and their valuables, as well as fellow hotel employees. Typically, hotel security guards do not carry firearms, although there might be weapons on the premises they can access if required. Their typical duties and responsibilities include:

* Patrolling the hotel premises (both interior and exterior)
* Checking the parking area and ensuring there are no unauthorized vechicles
* Ensuring all hotel doors are locked and that all rooms are properly silent
* Monitoring who enters, and who leaves, the hotel
* Filling in the security log (this is a small report of what areas have been checked)
* Monitoring the security cameras
* Responding to calls when colleagues need assistance
* Escorting guests where necessary (e.g., if they are intoxicated and need to go to their room or if they are lost)

**Qualifications**

To become a hotel security officer, you will normally need a high school diploma or equivalent. However, some jobs may not require formal educational credentials. You should then receive on the job training.

Depending on what state you live in, you will need to be license. Generally, to become licensed, security guards must be at least 18 years old, pass a background check and complete relevant training.

**Skills and relevant work experience**

As well as the certification requirements, campus security officers will need skills such as:

* **Decision making skills,** as hotel security officers will often need to be able to make on the spot decisions. Some of the decisions could save their lives, or the lives of their colleagues
* **Interpersonal skills,**as hotel security officers will work with members of the public. Importantly, tourism is a huge industry and hotel security must work to ensure the reputation of the business remains high
* **The ability to remain calm under pressure,**as hotel security officers will be faced with unforeseen and unpredictable circumstances
* **Organization** skills are essential as hotel security officers must make sure that they complete all scheduled and routine tasks on time
* **Communication skills,** as hotel security officers will need to communicate with hotel staff and guests

**Hours**

Most hotel security officers work full time hours. They will usually work in shifts of about 8 hours, with rotating schedules. Security is needed around the clock, therefore hotel security officers may have to work nights, evenings and weekends.

**Progression**

Overall, the employment of all security guards is projected to grow 3% over the coming years. Therefore, there will be lots of exciting opportunities for hotel security officers. They may progress to more senior roles, such as leading a team of other security guards or managing the office.