

POSITION DESCRIPTION

POSITION TITLE:	DATE:
Security Officer	21 st April 2023
REPORTS TO:	APPROVED BY:
Hospitality Manager	Chief Operating Officer
JOB OVERVIEW	
<p>The Security Officer will be responsible for ensuring and maintaining a safe and secure environment at the CTI Main Campus. He or she will have to consistently monitor the grounds and regularly patrol the premises at all times to safeguard all employees, guests, visitors and the compound at large. The Security Officer must be open to working shifts depending on the needs of the organization and must also ensure that he or she pays attention to detail, is alert and accurately documents, reports on and attends to anything that warrants the attention of the post. The Security Officer will work hand in hand with the Hospitality Manager who will serve as his or her direct report. He or she will also be expected to be responsible, dependable and of sound judgment.</p>	
KEY DUTIES AND RESPONSIBILITIES	
<p><u>Key Duties and Responsibilities</u></p> <ul style="list-style-type: none"> • Secures staff, guest, visitors and property by patrolling property, monitoring surveillance system, safeguarding equipment, inspecting buildings and monitoring access points on campus. • Monitor all access points on compound. • Assist with time keeping and monitoring persons entering and exiting compound. • Prevents losses and damage by reporting irregularities, informing violators of policy and Procedures and restraining/detaining trespassers/violators. • Assist with any routine safety drills and procedures as needed. • Respond immediately and cautiously to distress calls, panic alarms, and emergencies for disorderly conduct, disruptive persons, and incidents as well as alert the relevant authorities as needed. • Provide assistance with any disaster relief efforts and projects. • Adheres to policies and regulations per the organization’s Safety Manual • Complete and submit timely reports by recording observations, information, occurrences, and surveillance activities. • Partakes in conducting interviews with witnesses and obtaining signatures as practicable for important matters. • Controls traffic by directing drivers on and off campus as well as controlling traffic on campus grounds. • Maintains environment by monitoring and setting building and equipment controls. • Maintains organization's stability and reputation by complying with legal requirements. • Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; requesting repairs; evaluating new equipment and techniques. 	

- Performs bellman duties to include: transport of guest luggage to/from rooms and escort guests to rooms.
- Assist guest with information sharing and guidance on grounds as needed.
- Secure all doors, windows, and exits on property
- Liaise with other security officers for effective protection and coverage
- Any other duties assigned by immediate supervisor

KNOWLEDGE & REQUIRED SKILLS

Job Related Competencies & Skills

- Keen Customer Service & Interpersonal Skills
- Prior work experience in the hospitality industry is a plus
- Basic mediation and conflict resolution skills
- Courteous and helpful
- Familiar with report writing.
- Lifting, Surveillance Skills, Objectivity, Responsible, Dependability, Emotional Control, Integrity
- Safety Management, Professionalism, Reporting Skills
- A driver's license and a good driving record.
- Police Character Reference
- Sound Problem-solving & troubleshooting skills.
- Ability to work effectively and competently when unsupervised.
- Keen eye for detail
- Reliable and trustworthy.
- Excellent Time Management Skills
- Flexible and Adaptable

EXPERIENCE & QUALIFICATIONS

- High School Diploma
- Bahamas General Certificate of Secondary Education (B.G.C.S.E.) in English and Math
- 5 years' experience in Security
- Basic self defense skills

Acknowledged and agreed by:

Date: