



YOUR TRUSTED SECURITY PARTNER

Job Description – Security Officer/ Door Supervisor

JOB TITLE:	Security Officer/ Door Supervisor
LOCATION:	Client Site
RESPONSIBLE TO:	Team Leader
MAIN DUTIES:	<ul style="list-style-type: none">• Provide security & protection for the premises:<ul style="list-style-type: none">○ Manage flow of customers, screen the suitability of people entering into the premises;○ Monitor entrances, exits and other key safety points○ Assist in the prevention of overcrowding○ Ensure that exit/evacuation routes are kept clear.○ Patrol, monitor, report and act to prevent injury to self and others;○ Challenge if law or rule are broken and deal with conflict arising within the premises;○ Assist the Police in evidence gathering;○ Other general security requirements as deemed necessary.• Admin:<ul style="list-style-type: none">○ Incident reporting/ recording○ Give feedback to SFS about incidents/issues• Health and Safety duties:<ul style="list-style-type: none">○ Cooperate with managers on health and safety matters○ Not interfere with anything provided to safeguard their health and safety○ Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.○ Report all H&S concerns to an appropriate person○ Use the safety equipment or clothing in a proper manner and for the purpose intended○ Work in accordance with any H&S instruction/ training○ Not to undertake any task for which they have not been authorised for and for which they are not adequately trained