



YOUR TRUSTED SECURITY PARTNER

Job Description – Security Team Leader/ Head Doorman

JOB TITLE:	Team Leader
LOCATION:	Client Site
RESPONSIBLE TO:	Operations Manager
MAIN DUTIES:	<ul style="list-style-type: none">• Organising the team:<ul style="list-style-type: none">○ Know the Operating Procedures/ pass it onto the team○ Delegate individual tasks to staff○ Managing operations on site○ Communicate with management• Controlling the image of the team (SFS Code of Conduct):<ul style="list-style-type: none">○ Behaviour○ Appearance○ Friends and Partners at work○ Unacceptable activities○ Mobile phones○ Lateness○ Following instructions○ Professional image• Admin:<ul style="list-style-type: none">○ Keeping records in Security log/incident books○ Incident Reporting○ Timesheets○ Equipment control○ Give feedback to SFS about incidents/issues• Training junior staff• 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

