



## **The Standard Club Job Description**

**Job:** Security Officer  
**Reports To:** Club Manager

**Basic Function:** Patrol club property to ensure the safety of members, guests and employees.

### **Responsibilities:**

- 1 Greet members and guests at the front gate in a polite friendly manner, using their names if possible.
- 2 Escort members and guests to the front desk or function rooms when possible.
- 3 Provide information to members and guests on the daily functions and locations within the Club.
- 4 Patrols parking lots, prevents unauthorized vehicles and people from using parking lots.
- 5 Patrols all areas of the Club including employee areas golf course, and lake.
- 6 Responsible for overall safety on Club property. This includes making sure that members, guests and employees follow Club rules regarding driving speeds, reckless behavior, and correct parking procedures.
- 7 Assist Club management in enforcing employee rules, prevention of employee theft, and in the investigation and documentation of all security-related incidents.
- 8 Assist in emergency procedures. This includes directing emergency vehicles to the scene, directing members, guests and employees to the proper emergency areas.
- 9 Provide a tranquil and safe atmosphere for the benefit of all Club members, their families, guests, and Club employees. This is to be accomplished with a consistent, friendly, informative and confident demeanor. As a security guard, we are to maintain an atmosphere of quiet confidence on the Club property.
- 10 Respond promptly to pager emergency calls providing a timely response and corrective action to any problem affecting the Club's operation, especially member services.
- 11 Write daily security reports, incident and investigate reports and provide frequent daily contact with Chief Engineer to ensure communication of priorities and problems in a timely manner.
- 12 Safeguard and maintain through proper use the tools and equipment provided by the Club
- 13 Maintain current certifications in CPR/AED.
- 14 Open and close the clubhouse and comfort station and windows as necessary.
- 15 Additional duties as assigned

### **Measure of performance:**

- 1 Ability to communicate effectively and clearly
- 2 Attendance and punctuality
- 3 Maintaining professional composure at all times.
- 4 Friendly, outgoing, helpful and informative
- 5 Be at least 18 years of age
- 6 Be in good physical condition and be able to handle the demands of the job
- 7 Previous hospitality experience

Please send resumes to: [Efrain@standardclub.org](mailto:Efrain@standardclub.org)