



RAFFLES TOWN CLUB
SINGAPORE

Position : **Security – Security Officers**

Job Summary : This position reports to the Team Leaders and Asst Manager and is responsible to assist in all security and safety operations as assigned by the management.

Specific duties and responsibilities

1. Responsible for the prevention of any loss within the Clubhouse by carrying out designated duties and assignments.
2. Responsible for the security and safety of Club Members, their guests and staff.
3. Assist in the managing of the various security equipment from the simplest window latch to the most complex alarm system.
4. Report on the unserviceability or status of damaged of any security item or equipment.
5. Ensure the securing and opening of all doors, windows, gates according to the stipulated timings.
6. Check and report on faulty or unserviceable lighting, gates, fencing, doors, fire-fighting equipment etc.
7. Attend and gather information to any case reported and ensures that the Team Leaders or Assistant Manager is kept informed immediately.
8. Ensure that staff working at the club conforms to the house rules.
9. Conduct regular patrols and indicates findings on the relevant patrol report forms.
10. Observe or be on the lookout for suspicious on abnormal activities on the part of members, guests, visitors, staff, contractors etc. and to report to the Security Supervisor immediately.
11. Takes necessary action in a professional manner upon spotting undesirable characters e.g. drunken creating problems, illegal gamblers, peeping toms etc.



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12. Look out for guestroom keys or key cards left unattended, guest room door ajar and take appropriate action in accordance with established procedure.
13. Take necessary actions in handling any loss and found items.
14. Maintain a close watch for any fire or safety hazard and reports to the Security Supervisor immediately.
15. Check and report any obstructions at fire escape routes or at exit points.
16. Familiar with the various crisis procedures and respond to such operations by carrying out appropriate actions.
17. Familiar with the patrol routes and movement plan as programmed for the guard tour system.
18. Courteous and tactful when dealing with members, guests, visitors, associates and superiors at all times.
19. Monitor illegal/unauthorised car park offenders who obstruct or misuse the driveway or carpark facilities and take appropriate actions.
20. Familiar with the various standing orders, standard operating procedures, checklist, house rules as spelt out in the security manual.
21. Responsible for personal grooming standards and be appropriately attired before commencement of duties