

JOB DESCRIPTION

Job Title:	SECURITY MANAGER AND ASSISTANT SECURITY MANAGER
Department:	SAFETY AND SECURITY
Reports To:	GENERAL MANAGER

JOB DESCRIPTIONS

1. Assist the Safety & Security Manager in managing the daily functions of the department to ensure protection of hotel assets, associates, guests, team members and their properties. Maintain logs, certifications and documents required by law and Standard Operating Procedures.
2. In charge of all department's Security post designations and arrangements.
3. Cover the duties of the Safety & Security Manager / Assistant Safety & Security Manager in his absence.
4. Implement and supervise regularly Safety & Security Management and Fire Prevention Regulations across all departments.
5. Implement laws and regulations of Malaysia related to Safety & Security aspects.
6. Organize daily patrols and security checks throughout the Hotel.
7. Report and remove any potential accident or fire hazards to the Management.
8. Plan emergency procedures for fire and security as well as organize drills.
9. Conduct on-site guidance and rescue work for emergencies such as fire and explosions.
10. Conduct safety and fire prevention training to team members and advanced training to Safety & Security Officers. Organize drills for Hotel's Voluntary Fire Brigade members.
11. Investigate and prevent fire accidents, illegal or criminal cases in the Hotel.
12. Dispose fire control and monitoring equipment appropriately.
13. Work out security plans and organize security officers to ensure the safety of guests during VIP activities.
14. Establish and maintain good working relationships with the Fire Control and other relevant government organizations.
15. Ensure that reporting and servicing deadlines are met.

1. Comply with the Wings by Croske Team Members Handbook and all Hotel policies and procedures.

2. The Management reserves the right to make changes to this job description at its sole discretion and without advance notice.
3. Carry out other reasonable duties and responsibilities as assigned.

Requirement

1. Local Malaysian citizen.
2. College graduate or equivalent.
3. At least 5 - 7years of experience in security and fire control fields.
4. Resort experience is preferred.
5. 3-4 years of working experience in management.
6. Proficient with safety measures in accordance with national law and regulations as well as local rules and regulations of the city.
7. Knowledgeable of hotel security management and etiquette.
8. Able to deal with emergency cases and incidents.
9. Able to maintain good relationships with public security organizations as well as all departments in the hotel.
10. Proficient in verbal and written communications.
11. Able to prepare business documents.
12. Capable of training team members.
13. Literacy in English and Bahasa to meet business needs, preferred.

Acknowledgement

.....

(Employee Signature)

Name:

Date: