

EMPLOYMENT JOB SPECIFICATION: SECURITY GUARD

COSMO LODGE: 10553 Bern Crescent, Cosmo City Ext 9 & COSMO INN: 2155 Morocco St., Cosmo City Ext2

1. Requirements

- Security B or C grade
- Matric
- Basic Computer literacy
- Nguni (Zulu, Xhosa, Ndebele etc.) speaking and English
- Preference would be given to candidates within the Cosmo City Area and Surroundings

2. Job key attributes

- Customer Service
- Night watch
- General house maintenance
- Finances and stock control
- Team player
- General Administration

3. Duties:

3.1 General duties of a security

- Lock or unlock the house securely.
- Watch the house and guests during the night without sleeping.
- To do bookings and answer phone calls- Attending guests
- Undertake any other duties as may be required from time to time.
- To ensure that a high level of cleanliness is maintained throughout the house on a daily basis.
- Report to Line Manager any defects seen which are likely to affect security i.e. broken/cracked window, doors etc.
- To be aware of their responsibilities for Health & Safety of themselves and others.
- Check the guest room before the guest departs.
- Clean the room when guests leave especially if a next guest wants to use the room.
- Sell beverages and do stock takings
- Clean the yard especially outside
- Switch on and off the lights, generators, Jojo pumps etc.
- Do general maintenance
- Data capturing
- Help out at the kitchen with regards to cooking and serving food