

I. Position

Security Guard (3.12)

II. Related Titles

Director of Security

III. Essential Functions

Patrol club facilities and property to ensure safety of members, guests and employees.

IV. Additional Responsibilities

1. Inspects all parcels, handbags, boxes or other containers carried by employees to and from work
2. Enforces all rules and regulations of club which govern employees
3. Responds to emergency and fire alarms
4. Administers CPR and first aid if necessary
5. Patrols parking lots; prevents unauthorized vehicles and people from using parking lots
6. Notes any deficiencies in club's security measures
7. Maintains accurate log of all security staff activities

V. Reports to

Director of Security

VI. Supervises

No supervisory duties are included in this position