



<b>POST:</b>	Residential Security Officer (Would suit either a single person or a two-person-team)
<b>ROLE:</b>	Security / caretaker role with accommodation provided
<b>REPORTS TO:</b>	Storage Manager
<b>HOURS:</b>	Whilst the premises are closed until the premises re-open, a member of the security team must be on site. The residential security officer/s may sleep at night, but are on call. It will be possible for them to have work elsewhere, which fits around these responsibilities. See attached Schedule of Hours (Schedule A)
<b>SALARY:</b>	Rent free accommodation in a well- appointed, spacious, two bedroomed flat on the premises. Carpeted throughout. Fully fitted kitchen and bathroom, centrally heated, fitted wardrobes. (Paid services – see attached Schedule B) PLUS £400 gross, per calendar month – subject to PAYE (Please note that if a two-person-team is appointed, the salary will be split equally between you. i.e. you will receive £200 gross per calendar month, subject to PAYE
<b>LOCATION:</b>	Our headquarters at Eversley, Hampshire. See <a href="https://www.eversleystorage.co.uk/location-map/">https://www.eversleystorage.co.uk/location-map/</a> for full details.

## JOIN US!

We hope you will be interested in joining our family business in this role to help us keep our premises safe and secure.

## OUR BUSINESS

Our Company, Greenfords Ltd., is a long standing business with a real focus on customer service. We are based at our offices in Eversley, Hampshire. The company has two principal activities:

- Eversley Storage ([www.eversleystorage.co.uk](http://www.eversleystorage.co.uk)) provides self storage facilities and warehousing
- Greenford Park Homes ([www.greenfordparkhomes.co.uk](http://www.greenfordparkhomes.co.uk)) develops and manages quality park home estates



## **RESIDENTIAL SECURITY OFFICER/S MAIN DUTIES ARE:**

- ⇒ To work for the Storage Manager on site, providing out of hours security presence at the premises
- ⇒ To look after the Company guard dog – this will involve continued training, enrichment, physical care, forming a bond with him, appropriate to a handler with a working dog.
- ⇒ To react in an emergency and notify emergency services and others
- ⇒ To prevent loss and harm and deter crime
- ⇒ To open and close the premises at the start and end of the working day and carry out such other duties as will reasonably assist the operation of the storage facility and promote the interests of the business
- ⇒ To attend monthly team meetings with the Storage Manager

## **THE SUCCESSFUL CANDIDATE/S WILL BE:**

- ⇒ Reliable, punctual and steady
- ⇒ Honest and trustworthy
- ⇒ Physically fit to a reasonable standard and able to maintain an appropriate level of physical fitness to carry out all aspects of the role
- ⇒ Comfortable working with a large dog and will enjoy forming a bond with him
- ⇒ Able to inspire confidence and trust in customers and staff
- ⇒ Able to communicate with the general public
- ⇒ Able to communicate and work well with the staff team and clearly report incidents
- ⇒ Have a common sense understanding of health and safety issues
- ⇒ Able to monitor the CCTV, operate the fire alarm, security alarm and any other security equipment

## **AND WILL BE REQUIRED TO**

- ⇒ Preserve and uphold the principle of confidentiality at all times
- ⇒ Preserve and uphold the best interests of the company at all times



## NEXT STEPS

We hope you are interested in working with us in this important role.

To apply, please send your CV to us.

- Email at [jobs@eversleystorage.co.uk](mailto:jobs@eversleystorage.co.uk) or
- Via post: FAO Shirley Cole, Eversley Storage, Brickhouse Hill, Fleet Road (A327), Eversley, Hampshire RG27 0PY (Tel: 0118 932 8328)

Personnel/Recruitment - Security Officer/s – Residential Security Officer/s  
May 30<sup>th</sup> 2018



## (SCHEDULE A) WORKING HOURS

**The premises must be manned from when we close in the evening, until our opening time in the morning.**

The residential security officer/s may sleep through the night, but are “on call”. Over time we have formulated an estimate that the residential security officer role involves a maximum of 3 hours active duty each working night – this can fluctuate according to a range of factors, including the age and needs of the current dog, but on average, it will not exceed this.

### Evenings Off

The residential officer/s will have three evenings off per week, in a regular pattern, from when we close, until midnight. The regular pattern is a fortnightly rotation that must be agreed with the company, but which can be altered, with notice and with company agreement. See attached example (Schedule C). Evenings off may either be taken in the service flat, or offsite, but they always run from when the premises close, to midnight.

### Annual Holiday Entitlement

28 full nights off. Annual holiday dates to be authorised in advance by the company.

### Opening Hours

The premises are open seven days a week, including almost all Bank Holidays:

Monday to Friday	7.30am to 6.30pm
Saturday	8.00am to 5.00pm
Sunday & Bank Holidays	10.00am to 4.00pm

Late night opening Thursday & Friday to 7.30pm (April to September)

Special arrangements operate between 25 December and 1 January each year. The premises are closed for two days at Christmas and one day at the New Year.

### Responsibility and Pay

Please note that if two people are to share the flat, both will need to sign an employment contract and we will split the salary equally and pay half to each person. You may divide the duties unequally between you, to suit your own convenience, but you will both be held equally responsible for the work and the company will need to be confident that the duties are being performed satisfactorily.

### Limitations

Unfortunately, the accommodation is not suitable for children or pets.



## **(SCHEDULE B) SERVICES ARRANGEMENTS FOR FREE ACCOMMODATION**

The company will supply, free of charge:

- Heating (oil)
- Electricity
- Water

(Useage to be monitored)

The Residential Security Officer/s will be responsible for payment of:

- Council tax
- Landline telephone
- Television licence
- Contracted television services (if applicable)
- Any other additional outgoings



**(SCHEDULE C) SAMPLE SCHEDULE FOR EVENINGS OFF**

Evenings off follow a regular fortnightly pattern, comprising two weeknights and one weekend night each week.

**WEEK A**

MONDAY EVE Close- midnight	TUESDAY EVE Close- midnight	WEDNESDAY EVE Close- midnight	THURSDAY EVE Close- midnight	FRIDAY FRIDAY EVE Close- midnight	SATURDAY EVE Close- midnight	SUNDAY EVE Close- midnight
Residential team	Relief officer	Residential team	Relief officer	Residential team	Relief officer	Residential team

NB Evenings off do not affect the duty which runs midnight-opening. The residential team are responsible for site security from midnight onwards on their evenings off and will conduct the usual opening-up handover the following morning.

**WEEK B**

MONDAY EVE Close- midnight	TUESDAY EVE Close- midnight	WEDNESDAY EVE Close- midnight	THURSDAY EVE Close- midnight	FRIDAY FRIDAY EVE Close- midnight	SATURDAY EVE Close- midnight	SUNDAY EVE Close- midnight
Residential team	Residential team	Relief officer	Residential team	Relief officer	Residential team	Relief officer

NB Evenings off do not affect the duty which runs midnight-opening. The residential team are responsible for site security from midnight onwards on their evenings off and will conduct the usual opening-up handover the following morning.

Please note that this is not the prescribed schedule. This is an example schedule. The schedule can be negotiated with the company and can then be altered with notice to the company and with company agreement.