



Guard - Job Description

Phnom Penh, 9 February 2022

PAVILION is a 36-room boutique hotel located in the centre of Phnom Penh, managed by MAADS. PAVILION caters mainly for Western guests. It is located a few blocks from Phnom Penh's most visited areas.

Job Summary

Protect hotel guests, employees, and property, patrolling the grounds, monitoring vehicles outside the hotel. Other tasks as gardening and pool cleaning. Take the responsibility of the entire hotel at nighttime.

Detailed Responsibilities

- Ensure security of the property 24/24h with always have one person at the gate.
- Meet and welcome guests in a friendly way at the gate.
- Escort guests to the reception and inform bar staff to serve the welcome drinks.
- Deliver luggage to the rooms, escorted by a member of the front desk.
- Collect the guests' luggage from the rooms and place or store bags where required.
- Keep/store working equipment in designated areas.
- Immediately call fire station, police, ambulance/doctor or any help from outside in case of accident.
- Ensure the tranquility of the property (keep voice and volume of ICOMs low).
- Coordinate with front desk for greeting late arrivals and checkouts.
- Deliver newspapers to the bar, messages and parcels to the reception.
- Report immediately to reception any issue that present a risk to the team, guests or equipment.
- Broom outside of entrance: clean garbage, papers, plastics, leaves at all times.
- Ensure that public garbage is taken away, all garbage is in black plastic bags, surroundings are clean.
- Remove all motors from entrance near the guardhouse, ask tut-tuk drivers to respect order.
- Keep umbrellas at the entrance clean and in the designated pot.
- Clean the pools, switch on off lights when necessary.
- Perform deep cleaning of the pools and ensure good use of pool products.
- Write results of the pool test in the notebook and bring it to reception by 2pm.
- Check pool test reports, ask reception to close the pool to the public if levels are dangerous.
- Wash floor-tiles with mop weekly (deep cleaning) of designed areas.
- Open/close day beds, remove plastics, clean bed mattresses, setup pillows, put rolled towels.
- Remove and replace dirty pillows and bed nets.
- Clean flowerpot trays from water accumulated after the rain to avoid mosquito breeding.
- Cut dead leaves in the main garden, in pots, in room gardens.
- Attend required job trainings to remain updated knowledge and standards of the Pavilion.
- At all times, wear uniform, closed shoes and nametag.

At night-time

- Always have 2 night torch lamps working and inspect property every 30 minutes.

- Always keep 2 rubber batons in the guard house.
- Keep emergency contact list in the guard on the board.
- Prevent unregistered visitors to enter the rooms at all time.
- Use ICOM or the reception mobile phone for any emergency calls.
- Close electricity main switch and central water pipe valve in case , know the location of the fire extinguisher
- Contact the reception or General Manager immediately in case of any damage, accident and emergency to those places.

Profile

- Good sense of security, preferable with gardening and pool-cleaning capabilities.
- Able to work under the pressure.
- Must be able to work split shifts, flexible hours and weekends.
- Good spoken English knowledge.
- Successful previous experience in a similar position is preferable.
- Honest, dedicated and motivated.

Report

- To PAVILION General Manager.

Schedule

- As necessary, with a minimum of 12 hours (there is a resting time for the 12h shift), 6 days a week.

Conditions

- Based in central Phnom Penh at PAVILION hotel.
- Local contract, with a probationary period of 3 months.
- Beginning of contract desired: as soon as possible
- Salary will be discussed during the interview.

Application

- Closing date: 9 March 2022.
- Only shortlisted candidates will be contacted.
- Only locally present candidates will be considered.
- Please send CV and cover letter to Pavilion: nassiba@thepavilion.asia