



Example of Doorman Job Description

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Our company is hiring for a doorman. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for doorman

- Valet Guest's vehicles when requested
- Assist Front Office staff with guest requests and services, as needed
- Serve as a departmental role model, and assist management in training, motivating and coaching employees
- Ensures the parking booth area is neat, orderly and clean, the entrance to the parking garage
- Ensures that resident and guest concerns are resolved in a professional and timely manner
- Welcome guests on arrival by helping them with luggage by the main entrance
- Coordinate private cars and arrange taxis for guests
- Ensure that guests receive a personalised and timely luggage service
- Assist guests if check in is delayed by offering refreshment and information assistance
- Maintain a secure environment for guests and associates

Qualifications for doorman

- Prior experience in security
- Must consistently maintain a well groomed appearance and hygiene as deemed by management
- Willing to work in a loud and smoke filled environment
- Two years leadership experience is preferred

- Must possess the ability to work efficiently in a high-pressure environment while and maintaining the highest quality of guest service