



# Example of Doorman Job Description

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Our company is growing rapidly and is looking for a doorman. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for doorman

- Maintain Company SOPs™ including Brand Standard Audit criteria ensuring standards are achieved
- Ensure associates are trained to the company standard including new hire 90 day training, statutory Fire, Health and Safety and any other training deemed necessary
- Have a comprehensive knowledge of the hotels facilities and any promotions taking place so that information is provided to guests
- Maintain regular checks on operational areas and be visible to guest areas
- He is fully aware of emergency procedures or in the event of an emergency
- Perform other reasonable job duties as requested by Managers
- Assist customers with loading/unloading luggage, in lanes, and in the parking office
- Walking passengers/visitors to and from their vehicles and offer to assist with their luggage
- Opening doors on the arrival/departure of passengers and visitors
- Responds to emergency activities, such as a code call, disaster

## Qualifications for doorman

- Preferably completed a high school diploma
- Certificate of Fitness - Fire Safety Director (FSD) must hold a valid Certificate of Fitness and is responsible for implementing a fire safety and evacuation plan, training fire safety personnel (FSP), and other duties related to fire safety and evacuation plans

- Must have ability to respond to emergency situations
- As a Doorman at St Pancras, you are one of the first associates that a guest comes into contact with