



# Example of Doorman Job Description

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Our innovative and growing company is hiring for a doorman. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for doorman

- Taking care of guests from their arrival through to their departure from the hotel
- Being informed about touristic attractions in the area and services offered by the hotel
- Carries out any reasonable duties as requested by a senior manager
- Perform other tasks or projects as assigned by the Guest Services Manager, Assistant Director of Residences or Director of Residences
- Checks guest identification according to policy and identifies any false identification
- Maintains control of access and venue entry lines in a professional and courteous manner
- Monitors venue perimeter for safety concerns
- Engages in surveillance of patrons and observation of activities
- Effectively diffuses all conflicts that may arise
- Assesses customer aggression or intoxication

## Qualifications for doorman

- Candidates must have prior experience in a customer service position in order to qualify for this role
- Candidates must be available to work weekend and holiday shifts, as required
- Greeting every customer with a professional and sincere warm welcome
- Anticipating customer needs and requests as required
- Maintaining the cleanliness of the boutique, ensuring the entrance and

