



# Example of Night Porter Job Description

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Our growing company is hiring for a night porter. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for night porter

- Focus your total attention to the customer
- Conduct hotel door checks
- Conduct security hotel walk rounds, including, Car Parks, corridors and outlets
- Complete all relevant paperwork required by each shift
- To deliver newspapers to guests bedrooms in a timely manner
- To assist guest with requests as required with directing guests to their rooms, luggage handling, car park procedures and guest amenities
- To be aware of the company's general rules of conduct as stated in the associate handbook
- When available to assist with guest queries, places of interest, local travel facilities, theatres etc
- To be aware of, and comply with, Hotel image standards
- To attend and contribute to Front Office departmental meetings

## Qualifications for night porter

- To undertake reasonable requests from any senior member of the Front Office team
- To understand the Front Office and Hotel Fire, Bomb and Health & Safety procedures, and to be able to action them
- To maintain security of all Hotel assets, and to report any loss or damage to the Shift Leader
- To comply with the Data Protection Act regarding the disclosure of

- As a night porter you will be in charge of the food and beverage area during the night
- You will ensure the smooth and efficient running of the hotel at night