



Example of Night Porter Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of night porter. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for night porter

- Report/prevent entrance of unauthorized or undesirable persons with assistance of security
- Providing assistance with luggage delivery and collection for all arriving and departing guests
- Ensure skilful and efficient rooming of arriving guests and a high level of service and assistance
- Cover the door and front entrance of the hotel in absence of Door team and valet park cars or call taxis when necessary
- Greet/ Farewell guests sincerely at all times and assist with Lobby coverage
- Report any suspicious person or luggage to the concierge desk
- Assist with the delivery of all messages and mail as directed
- Deliver newspapers to all occupied rooms on a nightly basis
- Clean guest shoes when required
- Liaise with the concierge desk and reception for daily operations

Qualifications for night porter

- General Manager licence and first aid certification, preferred
- Experience in a similar role and environment preferred
- Competency with Microsoft Excel to an intermediate level
- A customer focus, be well-groomed and have flexibility with rostered shifts
- Must have a full and clean driver's licence
- General Manager Certificate advantageous