



Example of Night Porter Job Description

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Our growing company is hiring for a 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

- Must be able to demonstrate that you can multi task effectively, be enthusiastic and positive in your nature and have a high level of self-motivation
- You will have previous experience of working in a receptionist role ideally within a hotel environment
- Supporting the night management team with ensuring guest safety and security
- Sets meeting/function rooms prior to the guest arrival in accordance to the departmental standards and the guests specifications
- Ensures the smooth running of the assigned meeting/function rooms and public meeting and event space at all times
- Delivers positive, friendly service to all our guests
- Review all daily sales transactions of front office and food and beverage outlets and record any variances
- Complete check-ins of guests overnight
- Take, complete and deliver any room service orders
- Produce a number of revenue and tracking reports

Qualifications for night porter

- Multiple Languages is advantageous
- Minimum one year commitment to this role
- High level of fitness
- Must be able to obtain a valid unrestricted Class 5 driver's license and be

- Be able to work varying shifts including weekends, bank holidays and nights