



# Example of Night Porter Job Description

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Our growing company is hiring for a night porter. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for night porter

- Be responsible for doing nightly walks of the building to insure guest safety and security
- Respond to all guest requests, complaints and security issues (working closely with Campus Public Safety officers)
- Check in and out guests, answer phones, make reservations and attend any customer service requests
- Work closely with other evening staff to coordinate and assist guests
- Carry out full security checks throughout the night, ensuring the security of the premises and the safety of our guests
- Carry out assigned administrative tasks night audit, cash handling and reconciliation, computer back up
- Carry out assigned operational tasks delivery of express check out bills, preparation of morning newspapers, provision of early morning calls
- Assist Guest in reception during night time
- Assist Night Management with fire walks, audits, and, in case of an emergency
- Security Checks through out the night

## Qualifications for night porter

- Willingness to learn and train other ambassadors
- Hold a full, clean UK driving licence

- Have the eligibility to work in the UK & must be in possession of the relevant passports or visas
- Exclusive team member discounts on our Hilton room rates across the globe