

Employment Vacancy

Name of Club:- THE CARLTON CLUB

ALC Ref No:- Office Use Only

Job title:- NIGHT HALL PORTER

Full/part time:- *Either 3 shifts (36 hours) or 4 shifts (48 hours) per week*Location:- ST JAMES'S STREET
LONDON

Duration:- PERMANENT

Brief Job Description:-

The Carlton Club, one of St James's most prestigious private members' clubs, is currently seeking a passionate and enthusiastic Night Hall Porter to join our exceptional team.

Hours/week:- *8pm-8am (12 hours)*
* Either Monday-Wednesday; or
*Thursday-Sunday**Desired Skills & Experience:**

- *The ideal candidate will have a proven experience in a similar role either within a private members club or luxury hotel environment;*
- *Confident in using a variety of computer programmes;*
- *Excellent customer service and communication skills;*
- *Friendly, flexible and positive attitude with ability to work on your own and within a team.*

Wage/Salary:- Salary on Application

The Hall Porter is responsible for:

- *Delivering an excellent service to our Members and their Guests. This includes dealing with requests and complaints, checking guests in and out, and taking reservations for dining rooms and bedrooms over the phone in a professional and polite manner;*
- *Ensuring that the Club is safe and secure during the night;*
- *Processing End of Day;*
- *Providing detailed and accurate handover notes.*

If you are looking for an exciting challenge and would like to join The Carlton Club, please apply with your current CV to find out more.

Contact Name:- Chris Hever/Dominika Simpson

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