

## Employment Vacancy

Name of Club:-

ALC Ref No:-

Job title:-

Full/part time:-

Location:-

Duration:-

**Brief Job Description: -**

This is an exciting opportunity to join a successful team at the Carlton Club, one of St James's most prestigious private Members' clubs. We are currently seeking a part-time Hall Porter/Receptionist. The successful candidate will have a friendly, flexible and positive attitude and must be confident in using a variety of computer programmes. Good communication skills are essential.

Hours/week:-

Wage/Salary:-

**Usual Hours of Work:**

- 24h contract
- working over 2 days per week, Saturday & Sunday, 8:00am-8:00pm

**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 weekend; role requires lone working;*
- *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:-

Telephone No.

Email:-

**Office Use Only**

Date posted:-

Expiry Date:-

When complete please post or email this form to the ALC Secretary.

This vacancy will expire automatically after 3 months unless specifically extended by the nominating club. It is requested that the ALC Secretary be notified as soon as vacancies have been filled so that the notice can be withdrawn.