

Employment Vacancy

Name of Club:-

ALC Ref No:-

Job title:-

Full/part time:-

Location:-

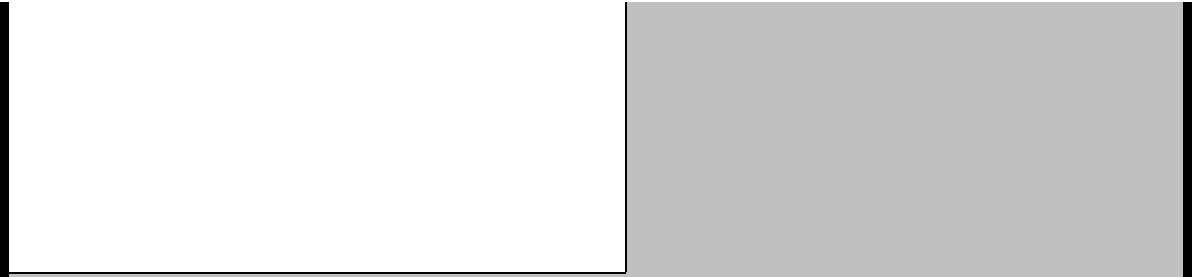
Duration:-

Brief Job Description:-

Hours/week:-

Wage/Salary:-

- To assist and greet Members and visitors upon entering the Club with any queries and requests in a professional and courteous manner.
 - To provide a full and efficient porter service to Members and their guests, including help with luggage or arranging for transport.
 - To uphold security, providing door security on the main entrance to the Club remaining vigilant and attentive at all times.
- Previous Concierge or Hall Porter experience required of at least 5 years.
- Previous experience working in a Private Members Club an advantage. This is a night shift position which will require lone working at times.
 - Ideally you will be a fully trained Fire Marshall and hold Health & Safety Level 2 minimum.
 - Starting salary of £30,000 plus benefits.
 - Start date: mid June with at least 3 months probation.



Contact Name:-	<input type="text" value="Ann Robbie"/>	Telephone No.	<input type="text" value="0207 379 6478"/>
Email:-	<input type="text" value="annr@garrickclub.co.uk"/>		<input type="text" value="Office Use only"/>

Office Use Only			
Date posted:-	<input type="text"/>	Expiry Date:-	<input type="text"/>

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 It is requested that the ALC Secretary be notified as soon as vacancies have been filled so that the notice can be withdrawn.