

Name of Club:-

ALC Ref No:-

Job title:-

Full/part time:-

Location:-

Duration:-

Brief Job Description:-

A great opportunity to join the team at one of London's longest established private members clubs. The Hall Porters are the first point of contact with the Club for all enquiries from the membership and their guests. They set the tone for the level of service and hospitality we offer in the Club and form strong bonds with our Members.

Hours/week:-

Wage/Salary:-

Main duties:

Providing the highest possible level of service and care to the Club's Members and their guests in the following areas:

- Reception (check-in and out)
- Reservations (bedrooms and dining rooms)
- Concierge (general enquiries)
- Switchboard
- Security (including opening and closing the Club)
- Fire safety (Fire Warden duties)

Ideal candidate:

The ideal candidate will have a minimum of 12 months' hospitality experience in a 4- or 5-star hotel or private members' club. He/she must possess a friendly, customer-focused demeanour. We are looking for someone who is:

- Charming and helpful
- Has great attention to detail
- Is financially aware and thorough
- Has strong administrative skills
- Understands the need for policies and procedures

Key benefits:

- Competitive salary
- Generous annual staff fund (like a bonus)
- Company pension scheme: 6% employer contribution, 2% employer
- Life Assurance of 2 times your basic salary (no qualifying period)
- 32 days paid holiday (time off to be taken during August and Christmas)
- Monday to Friday working (occasional Saturdays)
- Uniform provided
- Meals on duty
- Staff accommodation
- Staff social events (organised by the Staff Council)

Boodle's is a great old English club, part of a great tradition. We want someone to come and join us in serving our Members to the best of their ability. If you share these values then email us today with your up to date CV. We look forward to speaking with you.

***All applicants must be eligible to work in the UK**

Contact Name:-

Telephone No.

Email:-