

Name of Club:- ALC Ref No:- Job title:- Full/part time:- Location:- Duration:-

Brief Job Description:-

The City of London Club is currently completing a renovations project to create 20 bedrooms on our upper floors. This is a newly created position at a very exciting time in our Club's history.

Shift Pattern: 7.00pm until 7.00am (12 hour shift) 3 nights on 3 nights off.

Hours/week:- Wage/Salary:- Evening Reception Duties

- Provide an efficient and courteous service to Members, their guests, reciprocals and clients whilst they are in the building. Your welcome will form the first and last impression of the Club for visitors and must uphold the Club's image and traditions.
- Maintain a safe and secure environment for all Members and their guests whilst they are in the building.
- Be responsible for welcoming and checking in bedroom arrivals and if necessary early checkouts in the morning.

Security duties

- Lock all external doors, windows.
- Lock the staff door from the street when last staff member leaves.

Cleaning duties

- Ensure laundry is in correct place for collection.
- Vacuum the front hall carpets, stairway and Salisbury dining room.
- Mop the front hall, cloakroom, Salisbury and front steps.

Morning opening duties

- Clean any shoes left outside bedrooms
- Collect newspapers from local newsagent and deliver to each room and put in Salisbury and Members Bar.

Health and safety

- Report all potential and real hazards immediately
- Be fully conversant with Fire and Emergency Procedures for night-time evacuation.
- Attend all Fire and Health and Safety Training

Technical Skills and Previous Experience

- Previous Concierge or Hall Porter experience required of at least 5 years
- Previous experience of working in a Private Members' Club would be an advantage
- Ideally you will be a fully trained Fire Marshall and hold Health & Safety Level 2 minimum
- Familiar with all general Club facilities, in house dining, room service and local amenities to be able to provide Members and guests with relevant information

Personal Skills

- A discrete and unflappable individual who is co-operative and works well with others and willing to accept responsibility.
- Great communication skills are essential as is a good telephone manner.
- Diplomatic, courteous and well presented at all times particularly as this position requires the incumbent to deal with our exacting Members.

Please note: this is not an exhaustive list and is intended to cover the main elements of the role. You will be expected to carry out any other reasonable tasks as required by any member of Management.

A full job description can be obtained by emailing: jpatience@cityoflondonclub.com.

Please with CV and cover letter to Andrew Johnson at the address above or via email: AJohnson@cityoflondonclub.com

The position will commence in May 2021.

Contact Name:-

Andrew Johnson

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020 7588 7991

Email:-

AJohnson@cityoflondonclub.com

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