



SHUTTLEWORTH

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Old Warden, Near Biggleswade, Bedfordshire, SG18 9EP



Job Description

Job Title: Night Porter

Reports to: Operations, Food & Beverage Manager

Overall Responsibilities:

To provide overnight cover for all accommodation bookings at the House, ensuring the security of all guests and facilities, and to undertake associated operational tasks to ensure the House is prepared for upcoming next day events.

Main Duties:

- To act as the main point of contact for all overnight accommodation guests
- To ensure the security of the House is maintained at all times.
- To respond to all guest requests where necessary.
- To undertake room set ups and take downs as instructed by the Food & Beverage Manager, in preparation for functions due to take place.

Person Specification:

- Experience within a previous night shift position desirable
- Able to lift, re-arrange and carry light furniture.
- Able to work under minimal supervision.
- Organised.
- Able to manage time effectively.