Job Title: Night Porter

Location: [insert location]

Salary: [insert salary]

Hours: [insert hours]

We are currently seeking a reliable and diligent Night Porter to join our team at [insert hotel name]. As a Night Porter, you will be responsible for ensuring the safety and security of the hotel and its guests during the night shift.

Key Responsibilities:

* Greeting guests and handling check-in/check-out procedures
* Monitoring and patrolling the hotel premises
* Responding to guest requests and inquiries
* Setting up and cleaning meeting rooms and event spaces
* Operating and monitoring the hotel's security systems
* Assisting with basic maintenance tasks

Skills and Experience:

* Previous experience in a similar role is preferred but not essential
* Excellent communication and interpersonal skills
* Ability to work independently and make decisions under pressure
* Strong attention to detail and ability to follow procedures
* Basic knowledge of health and safety regulations

We offer a competitive salary and benefits package, as well as opportunities for career growth and development within our company. If you are a reliable and responsible individual who enjoys working during the night shift, we would love to hear from you.

To apply, please send your CV and a cover letter to [insert contact details].