

Vacancy Information Sheet

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| Employer details Including address | Richmond Apart Hotel 24 Hatton Garden Liverpool L3 2AA |
| Job title | Night Shift Leader / Porter |
| Rate of Pay | £20,500 - £21,500 |
| Contracted Hours/ Working Pattern | 40 |
| Job Description | <p>The Richmond Hotel we are looking for 2 candidates to join our night team.</p> <p>1. Night Shift Leader full time contract</p> <p>Shift Pattern - 12 hour shift - 4 nights working 4 days off</p> <p>2. Night Porter full time contract</p> <p>Shift Pattern – 5 Night shifts x 8 hours</p> <p>Previous experience of working in a hotel is very beneficial.</p> <p>Main Duties</p> <ol style="list-style-type: none">1. To ensure the safety and security of building2. Carry out regular walk rounds of the building3. Ensure your work area including the reception area is clean and tidy4. Handle all guest requests5. Complete any tasks that have been given to you6. Collate all information from handovers throughout the day and complete a handover to be issued to the team <p>This role is very much customer and safety lead. Very little administrative work is required. You will work alongside a colleague / security each night and between you will ensure the safety and security of employees and guests.</p> <p>We are looking for candidates to start as soon as possible.</p> <p>Any serious applicants please send your cv to joe@richmondliverpool.com.</p> |

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| Minimum experience and/or qualifications | Previous Experience Beneficial. |
| Additional Information | |
| How to apply | Please Send your cv to: joe@richmondliverpool.com |
| Closing Date | 27 th September 2021 |