

## **Job description**

We are currently inviting applications for Night Porter to join our Team in the Killarney Park Hotel.

## **Hotel Profile**

The Killarney Park is one of the finest five-star hotels that Ireland has to offer. The hotel is on the doorstep of Killarney's town centre and is situated adjacent to the 25,000 acre Killarney National Park. One of the last few Family Owned and run five-star hotels in Ireland, The Killarney Park is set on its own mature grounds. The Killarney Park by name is a hotel, but what sets it aside as one of the best, is the amazing team that strives daily, to deliver an unparalleled guest experience.

## **The Role**

Your role as a Night Porter is to assist the team with ensuring the hotel standards are delivered to guests and customers at all times throughout the night.

You may be required to work in our sister property when necessary.

## **Main Responsibilities**

- Setting up, breaking down and cleaning of function rooms and public areas.
- Cleaning duties to ensure public areas are kept clean and tidy through the night.
- To serve Food and Beverages in accordance with hotel standards on request by hotel residents when and if required.
- To ensure a safe and secure environment for customers, staff and visitors at all times.
- To carry out security checks of the entire hotel building on a regular basis.
- To report all incidences during the night.
- Completion of Night Audit duties
- Check in of late arrivals and check out of early departures.
- To be familiar with hotel layout, the hotel area and locality.
- Highlight any items or areas that need maintenance.
- To understand responsibilities in relation to Fire Procedures, Health and Safety, Infection Control and Emergency Aid.
- To ensure a high standard of personal hygiene and grooming and to wear relevant uniform and name badge at all times.

## **Requirements**

- Ability to work in a fast-paced environment.
- Attention to detail and strong organizational skills.
- Knowledge of health and safety regulations.
- Effective communication skills.
- Great local knowledge of Killarney / Ireland
- Willingness to work in various functions across departments
- Great communication skills – ability to clearly communicate with guests, management and staff.
- Fluent English (written and verbal)

**Benefits of working at The Killarney Park Hotel:**

- Pool and Gym Membership at a greatly reduced rate
- Onsite parking
- Meals and tea/coffee provided while on duty in staff canteen
- Opportunity for continuous training and development.
- Staff discount on meals in our bar and restaurant
- Discounts on Spa treatments and products
- Monthly reward schemes
- Monthly complementary social calendar
- Ad hoc employee appreciation events
- Competitive rate of pay
- Online training prior to starting
- HR support throughout onboarding process
- Equal opportunity for training and career development

If you would like to join our friendly and talented team, please forward your cv.