



**THE ALLISON**  
INN & SPA

<b>Job title</b>	<i>Night Bell</i>
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### **Duties and Responsibilities**

- Take personal responsibility for each guests stay beginning from their car or arrival transportation to their departure.
- Responsible for escorting guests to and from their rooms and providing tours of the facility as needed.
- Act as an ambassador for The Allison Inn and Spa and provide genuinely warm service to each guest.
- Maintain a high degree of ethics and integrity.
- Must be comfortable providing tours of the property and rooms.
- Must be able to read, write and speak English.
- Able to be on your feet and moving for extended periods of time.
- Ability to deliver amenity items to rooms as needed.
- Must show commitment to increasingly higher standards.
- Must be willing to learn and assist in other front office positions including Front Desk, Door Person, Concierge, Valet, Night Audit or any other task as assigned by your supervisor or management.
- Must walk property numerous times during night to insure all forts are secure, lighting is functional, and all guests are safe.
- Work with night audit to assist with their responsibilities.
- Maintain cleanliness of front office area during down time.

### **Job Skills/Requirements/Qualifications**

- Possess excellent interpersonal skills.
- Must meet grooming standards.
- Ability to work a flexible schedule to include weekends, evenings and holidays.
- Ability to effectively communicate with all team members.
- An enthusiastic, positive demeanor and desire to provide exceptional guest service.
- Background Check
- Drug Screening

### **Working conditions/Physical Requirements**

Able to be on your feet and moving for extended periods of time.