

Aubrey Park is an independent hotel conveniently close to St. Albans and Hemel Hempstead being only 5 miles from both towns. A stylish, award winning hotel set in 9 acres of landscaped gardens and woods.

Joining our team as a Night Receptionist/Auditor you will need to possess:

- A passion for friendly and professional service
- The flexibility in approach to work weekdays and weekends over five nights out of seven
- Be capable of clear communication and quick problem solving
- Attention to detail
- Ability to prioritise and organise workload
- Knowledge of Opera would be advantageous

Your responsibilities will include: (but not limited to)

- Completing the night audit and run end of day report
- Investigate any anomalies found between daily reports and takings
- Carry out duties with key responsibility for the safety and security of the hotel
- Be responsible for preparing and delivering room service food and drinks throughout the night
- The operation of late bar service
- Ensure all public areas are presentable for our guests

In return for your commitment, we will support you in this new opportunity, with

Workplace pension scheme operated by The People's Pension

Up to 28 days holiday including bank holidays per annum

Meals on duty

Discounted rates for you & your family

Hours 2300-0700