Night Porter

Job Description

Job title: Night Porter
Department: Porters’ Lodge
Reports to: Deputy Head Porter
Working pattern (provisional): 8 hour shifts, on a roster of 4 nights on, 8 nights off. This represents a total 976 hours worked per year.
Contract: Permanent, subject to six months’ probation

Purpose of the role

To work alongside the Duty Shift Porter from 9.00pm until 5.00am, engaging in all activities to ensure the safety and security of College property and buildings, College members, staff, guests and visitors.

Key duties and responsibilities

The Night Porter will report to the Deputy Head Porter and work with the team to fulfil the objectives of the College’s Porter operations.

- Respond to all calls, emails and enquiries during the shift
- Respond immediately to all fire alarms and emergency situations
- Administer first aid as first responder
- Record all incidents, accidents and emergencies before leaving the shift
- Patrol College premises regularly throughout the shift
- Lock and unlock College premises in a timely manner
- Monitor and actively engage at all College bops, parties and functions
- Ensure College members and guests behave in an orderly, responsible manner
- Receive and welcome the arrival of students and guests using the Mercury rooms booking system
- Administer the departure of students and guests using the Mercury rooms booking system
- Sell College memorabilia, stamps and cards
- Monitor CCTV cameras and deal appropriately with intruders and trespassers
- Engage in College Fire drills as required
• Undertake all aspects of administration for the Porters’ Lodge such as:
  - Photocopying, including restocking paper supplies
  - Re-stocking merchandise
  - Manage confidential waste and recycling
  - Update and review the Porters’ Lodge diary, calendar and clocks
  - Prepare all daily sheets before hand-over
  - Manage milk supplies
  - Sort and deliver newspapers
  - Collect and re-distribute College ‘A’ boards as required
  - Make ready the Porters’ Lodge for the day shift

• Behave in a professional manner at all times and to represent the College as its ambassador.
• Undertake any other reasonable duties as may be required by the Deputy Head Porter.

*These duties may change from time to time in consultation with the post holder, to reflect the needs of the College.*

**Where you fit in the structure:**