



SLEMON PARK
HOTEL & CONFERENCE CENTRE

POSITION TITLE: Night Auditor

REPORTING TO: Accommodations Manager

DATE OF PREPARATION/REVISION March 2019

POSITION SUMMARY:

Night Auditor is responsible for ensuring any paperwork and deposits for both the Accommodations and Food and Beverage Departments are completed daily.

Salary/Rate: Level 1, \$16/hour

PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITY:

Management:

- Prepare and print end-of-day paperwork for Accommodations and Food and Beverage Departments.
- Prepare cash deposits for banking purposes.
- Prepare Accommodation and Food and Beverage cash sheets for accounting department.

****** Performs other duties as required******

Supervisor:

- Counting and maintaining various cash floats at the front desk

- Printing of daily reports for the hotel, arrivals, departures, revenues, etc.
- Coding key cards for hotel rooms.
- General knowledge of food and beverage computer system, as required.
- Print any end-of-day paperwork for Accommodation and Food and Beverage, including sorting and distributing it to the proper areas.
- Completing cash deposits for banking purposes.
- Completing cash sheets for Accommodations and Food and Beverage for the accounting department.
- Doing Security Checks throughout the shift around the hotel.
- Watching security cameras and reporting and suspicious activity.
- Coding invoices for accounting dept.
- Monitoring fire alarm system and logging any test alarms.
- Entering reservations, answering phones, directing phone calls, checking in or checking out guests, as required, at the front desk.
- Logging information about room inventory (occupancy report).
- Maintaining accurate list of key inventories at the front desk. (Key audit).

Qualifications:

High school diploma

Previous hotel experience

Skills and Knowledge:

- Excellent organizational skills and able to demonstrate excellent guest services and encourage positive employee relations,
- Accountable for, remaining productive and efficient while ensuring the highest level of guest satisfaction,
- Exceptional interpersonal skills, a team player and a self-starter, yet able to work independently, reliable, responsible and conscientious,
- Must be in good physical condition
- Current First aid and CPR preferred,
- Employees will need to provide their own black dress shoes and black pants and will be standing most of their shift, maintaining a professional appearance and attitude at all times.

WORKING CONDITIONS:

Scheduled working hours:

This is a Part-time or Full-time position

Physical, mental, visual:

This position requires physical mobility to move between different rooms within facilities. It requires the ability to maintain alertness through the nighttime hours.

Accommodation Manager

Front Desk Agent

Date
