

**THE RESORT AT PORT LUDLOW  
POSITION DESCRIPTION**

**FLSA:** **HOURLY**

**POSITION TITLE:** **NIGHT MANAGER (Part-Time)**

**DIVISION/DEPARTMENT:** **ROOMS/FRONT DESK**

**REPORTS TO (TITLE):** **Rooms Director**

**SUPERVISES:** **NONE**

**DATE :** **10-4-2016**

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**BASIC FUNCTION:**

Is Manager on Duty overnight – from 11pm – 7am daily.  
Makes certain that the guests, employees and property are secured and safe overnight.  
Fully prepared to handle emergency situations, challenging guests and unusual requests.  
Works independently and alone most of the time.

Performs all night audit functions. Ensures that all daily transactions are reconciled and accounted for in accordance with set policies and procedures. Responsible for accurately posting charges and payments to guest accounts. Ensures proper check-in and check-out of guests during the night audit shift. Makes room reservations on occasion.

**Qualifications: Education, Knowledge, Training & Work Experience:**

- ◆ Management experience highly desired
- ◆ Hospitality experience preferred (and/or customer service)
- ◆ Knowledge of various Front Office systems desired – as well as Microsoft Office, micros point of sale and Maestro or similar systems
- ◆ Working knowledge of Excel is essential
- ◆ Requires clear and concise communication with all departments

**Essential Functions:**

1. Ensures proper guest service during the overnight and handles all emergency/needs as “Night Manager on duty.”
2. Ensure that the night audit is performed in an accurate and timely manner each night.
3. Completes closing reports on *Maestro*, *Micros* and call Accounting systems and updates the Excel report, ensuring that all figures are transferred

correctly and in balance. This includes print out of all point-of-sale and front office system "Z"/end of day reports. Also includes Golf Course & Marina.

4. Balances rooms and food and beverage transactions by manually adding actual vouchers and reconciling with computer totals.
5. Balances credit card, direct billing, tips, distributions and other payments.
6. Reports all discrepancies to the Rooms Director, General Manager and Controller immediately.
7. Updates MOD report, STASH loyalty program and distributes morning reports.
8. Handles Front Office (check in & out) functions and telephone operations during 11:00 p.m. to 7:00 a.m. shift.
9. Properly balances and transmits credit card *Protobase* transactions.
10. Performs all activities in a professional manner and in accordance with company policy.
11. As time permits, assists in other duties as assigned by Rooms Director and/or General Manager.

**Additional Functions:**

1. Attends meetings as required.
2. Uphold the company's Mission/Vision/Values.

**Environment:** Indoor office environment

Position Analysis/Specifications

	<b><i>N/A</i></b>	<b><i>OCCASIONAL</i></b>	<b><i>FREQUENT</i></b>	<b><i>CONSTANT</i></b>
Sitting			X	
Standing			X	
Walking			X	
Bending Over		X		
Crawling	X			
Reaching		X		
Crouching		X		
Kneeling		X		
Balancing	X			
Pushing/Pulling		X		
Lifting/Carrying 10lbs or less			X	
11lbs to 25lbs			X	

26lbs to 50lbs	X
51lbs to 75lbs	X
76lbs to 100lbs	X
Over 100lbs	X
Manual Dexterity	X
Fine Motor Skills	X
Gross Motor Skills	X
Eye/Hand Coord.	X
Near Vision	X
Far Vision	X
Color Recognition	X
Hearing	X

#### ENVIRONMENTAL FACTORS

	<b>YES</b>	<b>NO</b>
Working Outside		X
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat		X
Excessive Humidity/Dampness		X
Noise/Vibrations		X
Working Above Ground		X
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners		X
Working Around Fumes/Smoke/Gas		X
Walking on Uneven Surfaces		X
Motorized Equipment or Vehicles		X
Working Around Machinery/Motorized Equip.		X
Climbing on Scaffolds or ladders		X

#### IMPORTANT DISCLAIMER NOTICE:

The job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment changes.

I have read above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Date

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Name (Print)