

United Arab Emirates Jobs Expertini®

Bell Captain

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Company: Hotel Chadstone Melbourne MGallery

Location: Dubai

Category: other-general

To supervise the bell attendants, valet parking, ensuring that the hotel standards and procedures are fully known and followed. To ensure uncompromising levels of cleanliness and maintenance of the vehicles and work place. To ensure that all bell attendants are attentive, providing top service to all guests checking in / checking out and within the lobby areas. To handle all luggage in and out movements from guests checking in and out, including buggy service needs requested by guests. To ensure the safety of vehicles and its passengers by complying with the road regulations and the safety and security procedures at all times. To personally inspect the vehicles and to ensure they all are in perfect working conditions. To schedule the vehicles for service on a distance traveled basis as defined by the manufacturer or whenever needed. To monitor vehicles log books and to provide fuel vouchers accordingly. To ensure appropriate stock level for the smooth run of the Limousine Service and Valet Parking services and to prepare requisitions accordingly. To ensure a proper coverage and supervision of drivers and valets at all times. To handle outsourced valet parking staff when needed and to ensure the same hotel standards and procedures are respected. To conduct a daily line up briefing with the drivers / valet parking team to recapitulate tasks and activity.

#J-18808-Ljbffr

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