

Front Office Team Member – Boutique Hotel

Flexible hours – Voorburg

Are you the warm and welcoming face that makes our guests feel at home from the moment they arrive?

We are looking for a dedicated Front Office Team Member to join our boutique hotel and Michelin-starred restaurant in Voorburg. If you are spontaneous, hospitable, flexible, and solution-oriented, you may be the perfect fit for our team!

About Central Park

Central Park is a boutique hotel and restaurant housed in the historic national monument 'Vreugd & Rust,' located in a beautiful park. We pride ourselves on providing exceptional service.

With 14 luxurious rooms and suites, we host a diverse range of guests, many of whom come to experience not just our accommodations but also the award-winning cuisine from our Michelin-starred restaurant. Additionally, we offer elegant spaces for private dining, meetings, and special events such as weddings, as we are an official wedding venue.

Our team is young, dynamic, and committed to delivering excellence across every aspect of the guest experience.

Your Role

As the first point of contact for our guests, you are the face of Central Park. You ensure every guest has a seamless and memorable stay. Your role goes beyond standard front desk tasks, offering variety and opportunities to make a real impact on our guests' experiences.

Your Key Responsibilities Include:

- Welcoming guests to the hotel and restaurant with warmth and professionalism.
 - Managing reservations and bookings for the hotel and restaurant using various (digital) systems.
 - Handling check-ins, check-outs, and associated administrative tasks.
 - Providing guests with information about our facilities and local attractions.
 - Answering phone calls and responding to emails in a timely and professional manner.
 - Coordinating housekeeping and ensuring rooms are pristine during low occupancy periods.
 - Preparing and serving breakfast to hotel guests.
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What We're Looking For

Do you have:

- A genuine smile and a healthy dose of spontaneity, even at 7:00 AM?
- At least 1 year of experience in the hospitality industry?
- Proficiency in Dutch and English (spoken and written)? Additional languages are a plus!
- Your own transportation or live nearby?

And do you recognize yourself in the following?

- You are accurate, hospitable, and excellent at prioritizing tasks.
- You thrive on guest interaction and go the extra mile to ensure they return with a smile.
- You understand that flexible hours are part of the hospitality industry.
- You enjoy working in a team but can also handle responsibilities independently.
- You are eager to contribute to a growing business and love learning new skills.
- Familiarity with Mews & Formitable systems is a big advantage!

What We Offer

- Salary indication between €2,250 and €2,750 gross salary based on hours, age, and experience, excluding tips and 8% holiday pay.
- Travel allowance (if applicable).
- Benefits through Relais & Châteaux, including discounted stays at partner hotels.
- Membership perks with Alliance Gastronomique starting January 1, 2025, offering discounted dining and accommodation as well as training opportunities.
- Plenty of other exciting extras to make your time with us even more rewarding!

Interested?

If this sounds like the perfect role for you, send your short motivation letter and CV to:

 joey@centralparkvoorborg.com

We can't wait to welcome you to the team and work together to create unforgettable guest experiences!