

*Clare College  
Cambridge*

**Job Description**

Job Title:	College Porter
Reports to:	Head Porter
Hours of work:	Flexible Hours to include weekends and nights

A primary part of a Porter's job is to perform an excellent "front of house" role in the College Lodges. As the main point of contact for all College members, visitors and tourists, it is essential that the Porter will reflect a very favourable first impression of the ethos of the College. Equally as important are the responsibilities for the security and safety of the College members and property.



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