



Receptionist / Guest House Assistant

Start Date: July 2026

Location: Temple Lodge Club, 51 Queen Caroline Street, West London

We are looking for a warm, organised and reliable Receptionist / Guest House Assistant to join our friendly team from July 2026.

This is a varied and rewarding hospitality role, ideal for someone who enjoys working with people, creating a welcoming atmosphere, and being part of a small, supportive team.

Main Responsibilities

- Welcoming guests and managing check-ins and check-outs
- Handling bookings, guest enquiries and day-to-day guest communication
- Managing and updating the online booking system
- Assisting with social media updates and maintaining our online presence
- Supporting breakfast service when required
- Assisting with the smooth day-to-day operation of the guest house
- Providing excellent customer service and maintaining a calm, professional environment
- Supporting colleagues during busy periods and providing cover when required

Working Hours

Regular working hours will generally be:

- Monday to Friday
- 12:00 pm – 5:00 pm
- One weekday evening shift per week

Please note: Additional breakfast shifts may occasionally be required to provide cover during colleagues' annual leave and periods of sickness absence.

We Are Looking For Someone Who:

- Has excellent communication and interpersonal skills
- Is organised, dependable and proactive
- Works well independently as well as part of a team
- Has a positive and flexible attitude
- Is comfortable using online booking systems, email and social media platforms
- Has previous hospitality or reception experience (preferred but not essential)

What We Offer

- A friendly and supportive working environment
- A flexible and varied role
- The opportunity to become an important part of a long-established guest house team
- The chance to work in beautiful surroundings within a charming Georgian house and garden setting

If you are welcoming, practical and enjoy working in hospitality, we would love to hear from you.

Please send your CV together with a short introduction outlining your experience and availability.

Contact:

Alicja Fediow

Guest House Manager

manager@templelodgeclub.com