



OVERNIGHT FRONT DESK/SECURITY
| part time |

Date posted: October 28, 2025

Pay: From \$20.00 per hour

Job description:

Part-Time Front Desk Clerk / Night Auditor (11 PM – 7:00 AM)

Location: Edson Hill – Stowe, VT

Are you a night owl with a passion for hospitality and creating exceptional guest experiences? Edson Hill is looking for an Overnight Front Desk Agent/Night Auditor for Saturday, Sunday and Monday Nights to join our dedicated and welcoming team. If you take pride in offering warm service, staying organized, and keeping things running smoothly while others rest, this could be the perfect fit for you! If you're dependable, detail-oriented, and enjoy creating great guest experiences, we'd love to meet you!

What You'll Do

- Welcome and check in late-arriving guests
- Handle phone calls and guest requests professionally
- Conduct security rounds throughout the property
- Respond calmly to any overnight issues or emergencies
- Complete nightly reports and prepare notes for the morning team

What We're Looking For

- Experience in hospitality, night audit, or security (preferred but not required)
- Excellent communication and customer service skills
- Strong attention to detail and the ability to multitask
- Comfortable working independently with minimal supervision
- Reliable and calm under pressure
- Available to work overnight weekend shifts

Why You'll Love Working at Edson Hill

- Supportive, close-knit team
- Beautiful, peaceful work environment
- Meaningful role that helps create memorable guest experiences

Ready to join our team?

Apply today and help us deliver the warm, thoughtful hospitality that makes Edson Hill so special.

