

🌙 Now Hiring: Part-Time Weekend Night Audit Team Member | \$20 per hour

DoubleTree by Hilton Madison Downtown

Are you a night owl who thrives during overnight hours? Are you looking for a part-time role with great pay, benefits, study time, and a fun team culture? If you're excited about hospitality, customer service, accounting, or auditing—we want to meet you!

We're hiring a Part-Time Night Audit Team Member to work the overnight shift 11:00 PM–7:00 AM, on Fridays and Saturdays.

If you said “YES!” to any of that, what are you waiting for? Apply today and join our award-winning team! 🌟

👤 About the Role

This Front Office position is perfect for someone who enjoys working independently, staying organized, and delivering friendly, high-quality guest service. You'll help ensure a smooth overnight experience for our guests while completing nightly audit and reporting tasks.

We're looking for someone with a positive attitude, strong attention to detail, and a genuine CARE for others. No hotel experience? No problem! If you enjoy helping people and creating great experiences, we'll teach you everything you need to know.

🎓 Ideal for Students & Long-Term Candidates

This role is a great fit for someone available to start working now, through summer break, and into the 2026–2027 school year.

💖 Why DoubleTree?

At DoubleTree by Hilton Madison Downtown, we CARE—about our guests, our team members, and our hotel. Our goal is 100% satisfaction for every stay, and we achieve it by building a supportive, welcoming, and family-like work environment where your work truly makes a difference.

- 🌟 Thorough training & growth opportunities
- 🌟 A positive, CARE-ing team culture
- 🌟 Great pay, benefits, and downtime for studying
- 🌟 A workplace where you're valued and supported

Job Duties & Responsibilities:

- Ensure the smooth arrival and departure of all guests.
- Make reservations, check guests in and out of the hotel, assist with guest requests, and provide outstanding customer service.
- Assist guests with special requests, directions, services, and all other inquiries.

- Communicate in a pleasant tone and accommodating manner over the phone, via email, and in-person.
- Compile and run daily reports using our property management system.
- Conduct end of day procedures and managing nightly hotel operations.
- Meet and exceed guest expectations by anticipating their needs, providing local recommendations, and ensuring 100% satisfaction.
- Resolve guest issues in a pleasant and timely manner.

Required Skills & Experience

- Ability and willingness to learn and use the property management system.
- Friendly and outgoing personality both in-person and on the phone.
- Responsibly handle all forms of payment.
- Dependable and enthusiastic work ethic.
- Strong attention to detail, organization and follow-up abilities.

What is in it for YOU?

- Starting wage of \$20 per hour including paid training.
- Enjoy a raise after 60 days and then again annually.
- Your voice matters to us! Join a team-orientated environment where your ideas are valued and celebrated!
- Opportunities to explore the world, affordably. Employees **and** their friends and family enjoy the fantastic Hilton Team Member Travel program and received discounts at all Hilton Brand Hotels worldwide! Imagine... a Florida beach vacation for \$50 a night!
- Conveniently located on a bus line, just down the street from the Nitty Gritty.
- Access to complimentary on-site parking and secure bike rack while working.
- Each shift, team members enjoy meal discounts, access to a team member only menu, and complimentary signature DoubleTree cookies!
- Team members enjoy a 50% discount at our in-house Starbucks® anytime as well as a 50% discount when dining in at Bistro525.
- All part time team members receive 40 hours of paid vacation time after one year of employment.

Please apply at www.applydtmadison.com or in person at 525 W Johnson Street, Madison, WI 53703. Applications are available at the Front Desk.