

Front Desk Attendant

Applicant Must be an Adult (18 and UP)

High School Graduate or GED equivalent (at minimum)

Skills:

- **Computer knowledge:** Basic knowledge of computers is required as a Hotel Front Desk Clerk. Hotel clerks will often use computers to check in guests, create invoices and manage online bookings
- **Communication:** Strong verbal and nonverbal communication skills are important as a Hotel Front Desk Clerk. Hotel clerks will use active listening skills to understand the individual needs of each customer. They will also use nonverbal skills to identify a guest's satisfaction or dissatisfaction with their stay
- **Customer service:** Customer service skills are a requirement as a Hotel Front Desk Clerk. Front desk clerks work with guests when checking in, checking out and when guests request information from the front desk.
- **Problem-solving:** Guests will often come to the Hotel Front Desk Clerk with problems. The ability to identify and overcome a problem can be useful in the Hotel Front Desk Clerk role.

Housekeeping

A Housekeeper needs to clean the work area to the standards of their employer. This requires attention to detail, physical strength and the stamina to work long shifts. Here are examples of a Housekeeper's duties:

Understand the company's policy on work shifts, guest's possessions and privacy issues

- Provide basic housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies, vacuuming, dusting and rearranging the room after guests check out
- Report and return any guest properties found in the rooms while rendering service
- Work with a team of housekeepers on each shift
- Clean, disinfect and store all equipment at the end of the shift

Applicants must apply in person