



Front Desk Clerk Red Bluff, CA

(Part Time / Shifts will vary)

Must be available weekends.

Wage: Minimum Wage

Position Requires:

- Must be available to work weekends and holidays
- Will be operating front desk, greeting and welcoming hotel guests, answering phones, checking guests in/out using a computer and doing cash and credit card transactions.
- Must have proven customer service skills and the desire to work with people who are in a vacation mind set.
- Must have excellent communication skills--previous phone experience is helpful.
- Workplace maturity, sound judgment and good computer skills.
- Professional appearance, must meet grooming standards.
- High school diploma or GED.
- Bilingual skills English/Spanish and previous hotel experience are a plus but not required.

Deadline to Apply: Open until filled.

To Apply: Email a completed Standard Application, Job Questionnaire and resume to Priti Kumar at willows249@gmail.com