



## Front Desk Breakfast Host/Hostess

**Part-time to Full-time / Days and Hours Will Vary / Wage: Minimum Wage**

### **Position Descriptions and Requirements:**

- Computer experience is required
- Must be available to work weekends and holidays
- Operating front desk, greet and welcome hotel guests, answering phones, checking guests in/out using a computer and doing cash and credit card transactions.
- Previous restaurant experience with food safety knowledge preferred.
- Assisting guests as a Breakfast Host/Hostess for full breakfasts.
- Proven customer service skills and the desire to work with people who are in the 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.
- Must have valid Driver's License
- Qualified applicants will be setting up breakfast and providing clean up, as well as assisting guests directly.

### **To Apply:**

Email your completed Job Training Center standard application along with an updated resume to the employer at: [willows249@gmail.com](mailto:willows249@gmail.com)