

Employee Requisition Form

Position to Be Filled: Bellperson – part time

Purpose: Responsible for greeting guests at the front entrance of the Hotel and safely, courteously transporting luggage to the Front Desk and then to the guest's room.

Required Qualifications / Essential Duties:

- Carries luggage for arriving and departing guests; upon arrival, transports luggage from the Hotel entrance to the Front Desk, then to the guest's room, and upon departure, transports luggage from the guest's room to the Hotel Lobby, then to the vehicle the guest is departing in.
- Familiarizes guests with their surroundings, by explaining accommodation appointments and related equipment to guests upon entry into guest's room; informs guests of proper operation of room locks, television and thermostats
- Responds to guests' request, complaints or inquires courteously and promptly
- High School Diploma or GED required
- Experience as a Hotel Bellperson helpful but not required
- Must possess excellent communication skills.
- Must be able to demonstrate all aspects of hospitality, professionalism, prompt and courteous service, with extreme attention to detail.

Reports To: Front Service Supervisor

Starting Rate of Pay: D.O.E

Approximate Hours: less than 26

Date Needed: ASAP

Filling Deadline: Open Until Filled

Recruitment Representative
kam

Date Posted