

# **\*\*EXTERNAL POSITION OPENINGS\*\***

## **FRONT DESK CLERK**

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**RATE OF PAY:** Depending upon experience

**LOCATION:** Thief River Falls, MN

**OPENS:** September 14, 2020

**CLOSES:** September 28, 2020

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### **POSITION OBJECTIVES:**

Reports directly to the Manager and Front Desk Supervisor and oversees assigned duties of the front desk.

### **DUTIES AND RESPONSIBILITIES:**

The following are examples only and are not intended to be all inclusive or restrictive; other duties may be assigned as necessary. Requirements for this position are necessary for us to reach our fullest potential in providing a superior entertainment experience to our guests.

- Prepares for guest arrival by pre-assigning and blocking reservations. Takes and delivers messages, mail, packages, etc. for guests. Responsible to ensure timely service is provided to all guests. Acknowledges and responds to guests immediately, always using a friendly, helpful manner.
- Performs guest check in/out in a professional manner. Registers guests and assigns rooms. Registers room rates according to established procedures. Receives payment, ensuring accurate paper work is maintained, complete information entered into computer system and cash handling cancellations and initiate billing procedures followed.
- Communicates with housekeeping personnel to notify of check-in and out status, special requests and any room change requests.
- Maintains all security procedures for room key procedures. Responsible to assist with emergency evacuations if necessary. Reports any unusual occurrences to supervisor and/or security if needed.

### **REQUIRED QUALIFICATIONS:**

Is required the Front Desk have a High School Diploma or GED

### **SEND COMPLETE APPLICATION/RESUME/TRANSFER REQUEST TO:**

[victoria.mostrom@7clans.com](mailto:victoria.mostrom@7clans.com) Human Resources Office,  
20595 Center St. E. Thief River Falls, MN 56701 1-800-881-0712  
Website: [www.sevenclanscasino.com](http://www.sevenclanscasino.com)