

# Casino Hotel

## Front Desk Clerk

(2-open positions- PM's and Nights)



Pay: Depending on Experience

Location: Seven Clans Warroad

Opens: 04/12/2022

Closes: Until Filled

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### **POSITION OBJECTIVES:**

Reports directly to the Hotel Manager and oversees 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.
- Ensures all associates working at the front desk have been appropriately trained in their position. Attends other trainings as required and/or recommended.

### **REQUIRED QUALIFICATIONS:**

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

### **SEND COMPLETE APPLICATION AND RESUME TO:**

[www.sevenclanscasino.com](http://www.sevenclanscasino.com) - Seven Clans Casino 34966 605<sup>th</sup> Ave. Warroad Mn. 56763-  
Human Resources (218) 386-3381 Ext. 36040/36041

