

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

## **FRONT DESK CLERK- Triple 7's Hotel**

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**RATE OF PAY:** Depending upon experience

**LOCATION:** Warroad, MN

**OPENS:** September 18, 2023

**CLOSES:** October 2, 2023

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### **Interested in working in the hospitality business?**

### **Come Join Our Hotel Team!**

#### **DUTIES AND RESPONSIBILITIES:**

- 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.

#### **Benefits:**

- Medical, Dental, & Vision
- Free \$50,000 Life Insurance
- 401K Retirement Plan with up to 5% employer match
- Earn PTO Bi-Weekly- 19+ days per year
- Flexible Shifts
- Additional Pay \$1 per hour on Weekends
- 13 Holidays- Double Pay

#### **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,

Website: [www.sevenclanscasino.com](http://www.sevenclanscasino.com)