



# **\*EXTERNAL POSITION OPENING\***

## **Casino Hotel Front Desk Clerk**

Pay: Depending on Experience  
Location: Seven Clans Warroad  
Opens: 04/28/2023  
Closes: Until Filled

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### **SCOPE OF POSITION**

Reports directly to the Hotel Supervisor and oversees duties of the front desk.

### **DUTIES AND RESPONSIBILITIES:**

- 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.
- Prepares for guest arrival by pre-assigning and blocking reservations.
- 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.
- 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:**

Human Resources Office-Seven Clans Casino 34966 605<sup>th</sup> Ave. Warroad MN 56763  
1-800-815-8293 Ext. 36040/36041 or online @ [www.sevenclanscasino.com](http://www.sevenclanscasino.com)