



HATC JOB BOARD POSTING

Hotel/Company: Residence Inn by Marriott Dallas Las Colinas

Who to submit Resumes to: Terri Elorreaga

Email: Terri.Elorreaga@marriott.com

Job Title: Evening Driver

FLSA Status: Part-Time

Date Created: 12/4/2015

Supervisor Title: Assistant General Manager

Essential Functions (please put in bullet points):

Transport guests to/from assigned destinations using property vehicle.
Document all trips prior to the start of and at the conclusion of each trip.
Inspect property vehicles for damage and cleanliness.
Check tire pressure and fluid levels for property vehicle, and refuel as necessary.
Notify appropriate personnel of any vehicle maintenance needs.
Document all vehicle incidents (i.e., damages, accidents) and provide reports of incidents to manager/supervisor. Report accidents.
Welcome and acknowledge all guests according to company standards
anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation.
Speak with others using clear and professional language; exchange information with other employees using electronic devices (e.g. cell phone, tablet, etc.)
Develop and maintain positive working relationships with others.
Comply with quality assurance expectations and standards.
Reach, bend, twist, pull, and stoop; move, lift, or carry objects weighing less than or equal to 50 pounds; stand, sit, or walk for an extended period of time.
Perform other reasonable job duties as requested by Supervisors.

Requirements (please put in bullet points):

Cannot have 2 or more moving violations within the last 3 years.
Must be 18 years of age.
Must have valid driver's license.

Please post each position separately to info@tarrantcountyhotel.com

s, injuries, and unsafe work conditions to manager; complete safety training and certifications.

s, Nextel, pagers and two-way radios, email).

extended period of time.