



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: Reception Attendant/Cook

FLSA Status: Full-Time

Date Created: 12/4/2015

Supervisor Title: Assistant General Manager

Essential Functions (please put in bullet points):

Complete closing duties, including storing all reusable goods, breaking down goods, cleaning all equipment and areas, returning equipment, set up, stock, and maintain work areas.

Inspect the cleanliness and presentation of all china, glass, and silver prior to use.

Maintain cleanliness of work areas throughout the day, practicing clean-as-you-go procedures.

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. email, text, 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 25 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):

Please post each position separately to info@tarrantcountyhotel.com

quipment to proper locations, locking refrigerators, restocking items, turning off lights, locking doors, and completing daily cleani

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

extended period of time.

ing checklist.