



Bellperson

Contact: CRESCENT HOTELS AND RESORTS

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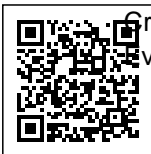
Address:

Los Angeles

Price:

Check with seller

DetailsApplyPosition: BellpersonJOB OVERVIEW: Perform duties of Bellperson including assisting guests with luggage, performing pick-ups and drop-offs at the airport, assisting guests upon check-in and check-out and assisting with and checking luggage as needed.REPORTS TO: Guest Services Manager/Bell CaptainESSENTIAL JOB FUNCTIONS:1. Show guests to room assisting them with their luggage.2. Explain all hotel facilities, their location in the hotel, hours of operation, and answer all questions about these facilities and other hotel questions.3. Check luggage for hotel guests both for day and overnight.4. Maintain the designated station in the lobby, standing alert to be easily summoned for fronts.5. Open doors and greet guests in a friendly and courteous manner.6. Maintain the cleanliness of the bellstand, lobby and baggage room. Keep lobby door and windows clean when not busy with guests.7. Post the daily events board and entertainment board in the lobby.8. Maintain an open communication line through all shifts by proper use of intershift log.9. Deliver messages and valet to guest rooms.10. Perform pick ups and drop-offs at the airport for the guests in a timely and friendly manner and inspect vehicles.11. May perform the duties of a valet as required.12. Assist front desk with key inventory twice weekly.13. Comply with attendance rules and be available to work on a regular basis.14. Perform any other job related duties as assigned. REQUIRED SKILLS AND ABILITIES:Must have the ability to communicate in English. Self-starting personality with an even disposition. Maintain a professional appearance and manner at all times. Can communicate well with guests. Must be willing to "pitch-in" and help co-workers with their job duties and be a team player. Ability to communicate with guests, respond to questions, knowledge of hotel service, local area events and activities. Ability to drive vans, limousines and automobiles. Have an excellent driving record as verified by a Motor Vehicle Report. Ability to ascertain information from luggage tags and claim checks to write numbers and names on claim checks and rooming lists. Ability to grasp, lift and/or carry or otherwise move packages, boxes and luggage with sufficient manual dexterity in both hands to be able to load and unload luggage up to 75 lbs. Ability to stand, walk and/or sit and continuously perform essential job functions. Perform tasks requiring bending, stooping, kneeling and/or walking. PERFORMANCE STANDARDS Customer Satisfaction: Our customers are what we are about. One of the keys to a positive guest experience is positive interaction with Crescent staff. It is essential that you remain professional at all times and that you treat all guests and associates with courtesy and respect under all circumstances. Every Crescent associate is an ambassador, even when the guest is wrong. Work Tasks: In order to maintain a positive guest and associate



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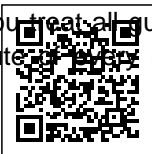
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