

# ROYAL PLAZA INN

# NOW HIRING

## HOUSEKEEPER

### JOB DUTIES/QUALIFICATIONS


Cleans the rooms, change guestroom and bathroom linen, make guest room beds, replenish guest supplies, answer guest requests promptly on the floor, responsible for collecting guest laundry, handover lost and found articles, replenish maids cart for the next shift, vacuuming hallways, taking out the trashcans, restocking carts, spot checking, etc. Pleasant personality, physical fitness, eye for detail, cooperation, adaptability, honesty, tactful and diplomatic, right attitude, calm behavior, courteous, punctuality, good memory. Hotel Housekeeping Preferable but not necessary, full training will be provided, Hourly rate : \$15.00 or more


## FRONT DESK CLERK

### JOB DUTIES/QUALIFICATIONS

Greet guests with a smile and answer their questions as required, responsible for checking guests in and out, make and issue room keys, computes bills, collects payments, makes coffee in the morning, count and verify cash, shift activity, keys etc., ensure front desk is stocked with guestroom items, clean and tidy front desk and lobby areas, respond to calls, email and in person inquiries from guests and associates, refer all inquiries to the appropriate individuals, departments, as a front-line employee, present a positive and professional image of the organization to all guests, suppliers and others. Perform all other duties as required and instructed by supervisor and management. Hourly rate: \$16.00 or more

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