

COEUR D'ALENE INN AND CONFERENCE CENTER

FRONT DESK

POSITION: NIGHT AUDITOR

DEPARTMENT: FRONT DESK

ESSENTIAL FUNCTIONS:

- Meeting and greeting the Guest
- Checking the Guest in and out of the hotel
- Working with several computer systems/data processing
- Handling cash, check, and credit card transactions, post non-cash transactions
- Making room reservations
- Answering and transferring in-coming and in-house calls
- Balance all department's ledgers
- Posting and settling Guest folios
- Generating reports
- Performing all specific Night Auditor functions as listed on the Night Auditor Checklist
- Communicating Guest's needs
- Help maintain overall cleanliness of the Front desk and Reservation areas
- Positive, energetic and helpful attitude toward fellow employees and Guests
- Assisting other departments when needed
- Completing all Hagadone Hospitality and Best Western Standards and Training

REQUIREMENTS:

- Must pass a background check
- Full adherence to uniform requirements
 - Shoes in good repair, clean and polished
 - Name tag worn always
 - Clean, crisp uniform
- Full adherence to hygiene requirements
 - Women's hair is always pulled back away from face and shoulders

- Men's hair cut and worn above the collar. Any facial hair neat and trimmed. Sideburns no longer than 1 inch
- Full adherence to other uniform and hygiene requirements dictated by hotel policy
- Punctual
- Follows all procedures and guidelines stated in the employee handbook

PERSONALITY:

- Outgoing, friendly, positive towards guest and other co-workers
- Highly motivated and organized
- Ability to handle complaints with a calm, professional manner
- Ability to handle situations that may arise with confidence and ease
- A desire for teamwork and to do anything needed to assist co-workers in and outside of the department