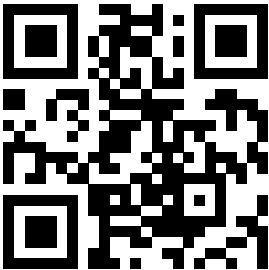


GUEST SERVICE REP - FAIRFIELD INN AND SUITES RICHMOND MIDLOTHIAN - (22121361)

free-classifieds-usa.com



https://tinyurl.com/28bl3es3

Contact: Servis, Jennifer

Phone: 1-312-799-8742

Address: Midlothian, Virginia, United States

Price: Check with seller

Description:

Overnight Process all guest check-ins by confirming reservations in computer system, verifying guest identity, requesting form of payment, assigning room, and issuing room key in accordance with property policies and procedures. Operate telephone switchboard station. Respond to and resolve guest requests, including wake-up call requests. Run daily reports (number of arrivals, departures), identify any special requests, and check reports for accuracy. Review shift logs/daily memo books and document pertinent information in logbooks. Process all payment types such as room charges, cash, checks, debit, or credit. Count and secure bank. Complete end-of-day activities including posting charges to accounts, completi...

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