



HOTEL DESK CLERK



PACIFIC MOUNTAIN
**WORKFORCE
DEVELOPMENT**

building community prosperity

SUMMER 2017

Desk clerks are needed at hotels, motels and resorts to greet, register and assign rooms to guests. They track guest accounts, take reservations, accommodate guest requests, coordinate with housekeeping and handle financial transactions.

Hot Jobs:
*Lodging Managers, Retail Supervisors,
General and Operations Managers*

*Do you enjoy
hunting for the
best travel tips,
discounts and
perks before
you book a trip?*

Learn more at www.pacmtn.org

Hotel and Resort Desk Clerk \$12-16 / hour

Training: Most desk clerks learn on-the-job and have a basic understanding of customer service, cash handling, and how to use computers.

Desk Clerk Supervisor \$15-22 / hour

High school/GED; Previous hotel experience

Guest Services Manager \$17-22 / hour

No degree required. Previous hospitality experience, preferably supervisory.

General and Operations Manager \$30-42 / hour

Bachelor's Degree in Hotel or Business Administration plus extensive hospitality experience

Disclaimers: Training does not guarantee employment. Training requirements may change. Hot jobs may change.



Visit one of our WorkSource locations to find out more.

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www.worksourcewa.com

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