

Valet-Doorman

Rosewood Inn of the Anasazi

INDUSTRY: hospitality/hotels

LOCATION: Santa Fe, NM

APPLICATION DEADLINE: 12/18/09

JOB TYPE: Full-timePart-time

WORK SCHEDULE: ams, pms, WE & holidays, 30-40 hours per week

JOB DUTIES: Transport guest luggage to/from guestrooms. Escort guests to rooms and inform guests of all hotel services and features. Responsible for attending to immediate needs of each guest upon arrival and follow through attention throughout stay. Thorough knowledge of all hotel services and amenities. Drives the hotel vehicles to and from assigned areas safely, efficiently and courteously. Adheres to all local and state driving laws. Ensures safety and security of passengers and vehicle. Please visit our website for a detailed job description and to apply.

MINIMUM SKILL REQUIREMENTS: Essential: 1. Valid drivers license. 2. Excellent driving record. 3. Ability to drive a manual transmission. 4. 3+ years experience driving vehicles. 5. Fluency in English both verbal and non-verbal. 6. Provide legible communication and directions. 7. Compute basic arithmetic. 8. Ability to: • drive a manual transmission vehicle. • perform job functions with attention to detail, speed and accuracy. • prioritize and organize. • be a clear thinker, remaining calm and resolving problems using good judgment. • follow directions thoroughly. • understand guest's service needs. • work cohesively with co-workers as part of a team. • work with minimal supervision. • maintain confidentiality of guest information and pertinent hotel data.

PREFERRED SKILLS:

WAGES:

BENEFITS: HEALTH, DENTAL, 401K, VACATION, Meals, Uniforms, paid holidays

APPLY BY: , , , , Online

REQUIRED DOCUMENTS: , , Application

CONTACT INFORMATION:

NAME: Katherine Bastow or Maya McDowell in HR

MAILING ADDRESS: 113 Washinton Ave, Santa Fe, NM87501

PHONE: 505-988-3030

FAX:

EMAIL:

WEB ADDRESS: www.rosewoodhotels.com