

Job Description

Title: Guest Services Representative / Breakfast Attendant

Reports to: Assistant Hotel Manager

Date: March 2024

Summary of Position:

The Tallman Hotel Breakfast Attendant lays out a quality and attractive buffet breakfast for hotel guests, refills items as necessary during the morning, interacts with guests as appropriate, cleans up dining room, and takes stock of breakfast needs after the breakfast service has concluded.

Most baked breakfast items are prepared by local bakeries or any AM staff member depending on the product; however, an Attendant with strong baking and/or culinary skills could present their offering to prepare special baked goods if desired and, pending approval for use, Management would work with the Attendant to schedule preparation times outside of normal duties as needed.

The breakfast shift starts at 7:00 AM and concludes by 9:30 AM. An enhanced breakfast is performed every Saturday and Sunday unless the expected guest count is less than 5, and rarely on holidays or following events. After Breakfast duties are concluded the Attendant will assume general Guest Services duties for the remainder of the AM shift.

Qualifications and Compensation:

The Attendant must be personable; reliable, dependable, on-time, etc.; a team player; able to present food attractively; a gracious host able to interact appropriately with guests; conscientious about customer service, cleanup and cleanliness. Basic or advanced baking skills would be a plus.

Compensation starts at \$16.00 hourly and may improve at the candidate's 90-day review as it relates to the skills, experience, and performance of the Attendant. Guaranteed 14 hours per week minimum, offering up to 28, with the potential to pick up extra hours covering shifts or optionally performing work outside the specifications of the job description.