

Job Description for: **Hotels Bellman (Seasonal)**

Reports to: Housekeeping Supervisor, Duty Manager and General Manager

Employment: Full Time Seasonal

Duties and Responsibilities:

Hotels Pre Season Duties

- Check all keys are correct and function easily
- Cut all required keys
- Check all telephones are hooked up and numbers are correct
- View all unit types
- Assist in cleaning of hotel for opening
- Develop a good understanding of village layout and be able to give directions to all units in rental pool and amenities on mountain
- Be able to supply the guest with all information that they need to be able to enjoy their stay
- Any other reasonable request as made by a Central Reservations Manager

Bellman Duties

- Daily check to ensure keys are ready for check in
- Daily bag pulls, luggage pick up and drop off, guest pick up and drop off
- Ensure all luggage is correctly labeled and stored
- Maintain and updates master keys
- Ensure bellman room is kept clean, tidy and organized at all times
- Assist shuttle drivers with guest and luggage pick up and drop off
- Unit, key, locker, telephone checks when requested
- Assist housekeeping staff with common area cleaning and laundry
- Clean and maintain lobby, entrance doors and bell trolleys including snow removal
- General Office errands
- Assist guests with general questions and enquiries
- Assist Front Desk during periods

Other

- Maintain clean and tidy appearance
- Maintain clean and tidy work area
- Assist in Front Desk daily clean up
- Any other reasonable requests as made by a Central Reservations Manager

Bellman. The split shift is great for boarding or skiing any day of the week. This is definitely a job that you will get out what you put in. If you are prepared to put yourself out there and work hard, you really can reap the benefits. The base pay for any of the jobs is fairly poor but as you will be told, you will make enough to live quite comfortably. If you are good at your job, being a bellman will give the opportunity to earn some of the best tips on the mountain.

If I was to say anything to the down side of this job it would be the hours. They are fantastic when you are skiing all day but you will get tired coming to work at 8AM every morning.

Overall this is a great, highly sort after job that you will enjoy and make you the envy of your peers for many reasons. Have fun and enjoy the snow.

Tim - Melbourne, Australia
Bellman