



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

**Job Description:** Hotel/Motel Front Desk

**Non-Exempt:** Hourly worker and **Seasonal Summer Worker**

**Position Summary:**

Be familiar with Medora to respond positively to guest questions and concerns; present guests with all the information they need to enjoy Medora to the fullest.

**Essential Job Functions:**

- Check in and out guests is the primary job function of this position
- Be available to handle requests as they come in, such as retrieving extra towels, running cots, showing guests how to use air conditioning and heating.
- Handle guest issues as they arise.
- Be able to work in a hotel/motel front desk position.
- Throughout shifts be able to make reservations for motels, golf, and a number of other TRMF events.
- Be able to make and answer telephone calls.
- Able to adjust to changes.
- Must be able to work with others
- Be able to work morning and evening shifts.

**Other Responsibilities:**

- Other duties assigned by the Lodging Manager.

**ADA Requirements**

- Continuously
  - Standing
  - Walking
  - Talking
  - Hearing
  - Visual acuity to determine accuracy, neatness and thoroughness of work assigned, close proximity use of computer software and determine safety of workplace surroundings for themselves and guests.
- Frequently
  - Bending Over
  - Balancing

- Repetitive use of hands and or arms
- Occasionally
  - Sitting
  - Climbing
  - Grasping
  - Lifting up to 50 pounds
  - Carrying up to 50 pounds
  - Lifting or Carrying 50- 100 pounds.
- Environmental Conditions
  - Continuously working inside.
  - Continuously working with others
  - Occasionally working alone.

**Qualifications and Education Requirements:**

- Possessing a valid driver's license preferred, but not required.
- Must have excellent computer/typing skills to ensure quick and efficient customer service for our guests.

**Supervision:**

- Reports to the Lodging Manager.
- This is not a supervisory role.

\*Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.\*