



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 Night Auditor

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

Position Summary:

The hotel and motel night auditors are responsible for working the night shift at the front desk of the hotel or motel facility.

Essential Job Functions:

- This position works mainly with numbers and reports.
- Must have good judgment or discernment when talking to guests.
- Handle any and all guest issues during the night hours.
- This position requires you to work the graveyard shift.
- Must be able to work alone.
- Must be have excellent communication skills between guests, co-workers, and a managers.

Other Responsibilities:

- As assigned by the Lodging and Reservations Manager.

ADA Requirements

- Continuously
 - Taking
 - Eye/hand coordination
- Frequently
 - Sitting
 - Standing
 - Walking
 - Repetitive use of hands and/or arms
 - Visual acuity to determine accuracy, details and transcribe data. Close proximity of computer software. This includes, but is not limited to, using a computer to check guests in and out of rooms.

- Occasionally
 - Bending Over
 - Climbing
 - Reaching Overhead
 - Grasping
 - Lifting up to 100 pounds
 - Carrying up to 100 pounds
- Environmental Conditions
 - Continuously working indoors.
 - Continuously working alone.
 - Occasionally working with others.

Qualifications and Education Requirements:

- Must be able to work the overnight shift.
- Ability to work without being supervised
- Fluent in English (other languages a plus).

Supervision:

- Reports to the Lodging and Reservations 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.