

Job Description

Position: Bell Person/Dock Porter



Job Summary

Responsible for transportation of guest luggage to and from Hotel. Responsible for various tasks in the Hotel related to guest service.

Principal Duties and Responsibilities

1. Greet guests at the boat lines.
2. Direct the guest to the hotel and transport luggage to the Hotel.
3. Carry guest luggage to appropriate room in Hotel.
4. Responsible for keeping the veranda and lobby clean and orderly.
5. Delivering special request and messages to guest rooms.
6. Low maintenance duties in guest rooms.
7. Other duties assigned.

Knowledge, Skills and Abilities Required

1. Able to understand and carry out directions.
2. Basic reading skills.
3. Ability to lift and carry 75 pounds.
4. Excellent communication skills and ability to work under stress.
5. Punctuality.

Reporting Relationship

Front Desk Manager and upper management.

Uniform Items Required to be Purchased before Arrival

- Tan Cotton twill pants and shorts. Plain front. No Cargo pants or shorts.
- Athletic shoes