**Why join our team?**

*Add a brief overview of why applicants should choose to join your team, such as the culture, benefits, perks, incentives (e.g., special bonuses, the “Innsiders program,” etc.), company discounts, flexible schedules, access to training and education, opportunities for career growth and advancement, etc. at your hotel.*

**Our job opportunity:**

* Position: Bellperson/Driver
* Hotel name: *enter hotel name here*
* Address: *enter hotel address here*
* Hours: *enter hours*

**What you get to do in this role:**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

Escorts arriving and departing guests in a friendly, courteous manner to and from their accommodations, as requested. Drives guests to and from airport, area businesses and other locations, as required.

* Escorts guests to and from their rooms (if requested), delivering their luggage, packages, etc.
* Ensures luggage is secured and tagged when guest requests to store luggage. Maintains an orderly, secured baggage checkroom.
* Explains and promotes hotel facilities and services. Provides guests with information, such as local attractions, events, and directions.
* Responds to guests’ needs including delivery of guests’ mail/messages, dry cleaning, etc. and any other requests received from guests or front office staff.
* Transports guests to and from airport and other locations as requested, while demonstrating all common courtesies and obeying driving and traffic laws.
* Maintains customers’ privacy.
* Ensures property vehicles/vans are clean and in top running condition at all times. Reports needed repairs immediately to hotel management.
* Maintains a high level of professional appearance and demeanor.
* Performs other duties as assigned.

**What candidate traits are needed to be successful in this role?**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

* Must have a valid driver’s license. May require a commercial driver’s license.
* Must have a clean driving record.
* Ability to communicate with public, hotel staff, and management in a professional manner.
* Knowledge of surrounding areas and local events.
* Ability to lift and carry heavy packages and luggage up to 75 lbs.
* Ability to perform tasks requiring bending, stooping, kneeling, and walking significant distances.
* Ability to work a flexible schedule, including weekends and holidays.

**Equal Employment Opportunity**

Our hotel maintains a policy of equal employment opportunity for all employees and qualified applicants for employment without regard race, color, religion, religious creed, national origin, ancestry, alienage or citizenship status, age, disability, gender, gender identity or expression, sex, sexual orientation, pregnancy status, genetic information, uniformed service or veteran status, marital status or any other characteristic protected by applicable federal, state, provincial, or local laws.