

Hotel Front Desk Morning Auditor Part-Time

usa.arilson@gmail.com

Phone :

Web :

Job Summary

Vacancy :

Deadline : Dec 19, 2024

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Employment Status : Full Time

Experience : Any

Salary : \$18/h

Gender : Any

Career Level : Any

Qualification :



Job description

About the Courtyard by Marriott Orlando Downtown The Courtyard Orlando Downtown is an urban, energetic and inspire hotel with a metropolitan flare. Located in the heart of The City Beautiful, North Quarter/Downtown Orlando business district, provides the ideal accommodation for business and leisure travelers. The 6 story, 200 guestroom property has 3400 square feet of flexible meeting and an on-site Restaurant Bistro, featuring American cuisine and Starbucks beverages. Minutes away to downtown business, cultural and social venues such as Camping World, Amway Center, Orlando Museum, and much more. Owned and operated by Turnberry, the Courtyard by Marriott Orlando Downtown is located at 730 N. Magnolia Avenue, Orlando, FL. To learn more, visit the official Courtyard by Marriott Orlando Downtown website at www.marriott.com/mcoma or follow the hotel on social media via Facebook, Instagram and Twitter. Thrive with our comprehensive Benefits Package-featuring Medical, Dental and Eye Care, 401K Plans, Short- and Long-Term Disability, International Travel Perks, Weekly Pay, Free-Parking, Team Member Recognition Events, Outings and much more! Most benefits are available after 30 days of full-time employment. Turnberry has a Substance Abuse Policy and is an Equal Opportunity Employer. The Front Desk Night Auditor is responsible for taking care of guest requests at the front desk following brand standards and steps of service. Verify accuracy of guest accounts by balancing departmental income, run computerized update and compile, mathematically verify and record all revenue produced by the hotel's operation. Bill and collect all revenue owed to the hotel in an accurate, timely manner in accordance with accounting policies and procedures. Examples of Duties (includes but is not limited to the following):

- Audit Front Desk and outlets work, reconcile, post any corrections to outlets.
- Separate the work accordingly and balance all work, using computer systems, i.e. Excel
- Verify that all F&B outlets are closed and run an Open Check Report to verify that there are no open checks
- Print necessary reports; Close end of the day on all applicable computer systems
- Ensure that all rebates and house charges are properly logged
- Organize and compile paperwork as needed
- Welcome and register guests into Hotel, fulfilling requests, following special instructions and adhering to established security and credit policies and procedures, using standards of service.
- Check guests out of the hotel in accordance with procedures; make change, and post charges to guest accounts following steps of service.
- Handle cash and credit transactions, count bank at the beginning and end of shift, complete designated reports, resolve any discrepancies, drop off receipts and secure bank.
- Accept, change and cancel hotel reservations
- Handle hotel emergency situations following emergency guidelines
- Perform additional duties and projects as assigned

Position Requirements:

- At least 1 year of prior Hotel Front Desk Experience preferred, or Hotel Night Auditor Experience
- At least 1 year of Marriott FOSSE PMS experience, preferred
- Flexible schedule availability, required to work overnight shifts (11:00pm to 7:00am), including weekends and holidays

Education:

- High school diploma or GED;

Typical Physical / Mental Demands:

- The employee is frequently required to stand, walk, reach with hands and arms
- Must use hands to perform computer transactions and handling cash, credit cards and key cards
- Ability to frequently lift and/or move up to 50 lbs.
- Ability to kneel, bend, stoop, crouch to restock, store and clean
- Must have good near and far vision, including ability read and interpret written instructions/directions
- Must be able to communicate effectively with guests and co-workers
- Ability to distinguish smells
- Duties mainly performed indoors

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
