



Position: Front Desk Agent

Department: Hotel

Job Description: Objectives of Position:

This position requires greeting each guest who walks through our door and offer them any assistance they may request. Must be knowledgeable in all areas of Wine & Roses and be able to communicate information to a guest. Front Desk Agents are responsible for answering and handling all incoming calls, direct guests when needed, handle each stage of a hotel stay, from reservation, to arrival, to departure and all aspects of customer service.

Wine & Roses Hotel Restaurant Spa is an Equal Opportunity Employer and is committed to providing a diverse and inclusive work environment.