

Job Description for: **Central Reservations Bellman (Seasonal)**

Reports to: Front Desk Manager and Duty Manager

Employment: Full Time Seasonal

Duties and Responsibilities:

**Centres Pre Season Duties**

- Check all keys are correct and function easily, cut all required keys
- Check all telephones are hooked up and numbers are correct
- Check all units have ski lockers and combinations are correct
- DVD/TV and Stereo are hooked up and working
- Check, maintain and update building maps
- View all unit types and buildings in rental pool
- Develop a good understanding of village layout and be able to give directions to all units in rental pool
- Take and pass our Driver Training Course
- Any other reasonable request as made by a Central Reservations Manager

**Bellman Duties**

- Daily check to ensure keys are ready for check in
- Coordinate the day according to the shuttle schedule and bag pull schedule
- Daily check and maintenance of Central Reservations vehicles
- Daily bag pulls, luggage pick up and drop off, guest pick up and drop off
- Ensure all luggage is correctly labeled and stored
- Cut and check all keys required at Front Desk
- Weekly inventory of blank keys – inform Duty Manager or Front Desk Manager of necessary blank key orders
- Ensure key room is kept clean, tidy and organized at all times
- Ensure luggage room is kept clean, tidy and organized at all times
- Assist shuttle drivers with guest and luggage pick up and drop off
- Unit, key, locker, telephone checks when requested
- General Office errands
- Assist guests with general questions and enquiries
- Assist Front Desk as required

**Other**

- Must have International drivers license
- Maintain clean and tidy appearance
- Maintain clean and tidy work area
- Assist in Front Desk daily clean up
- Any other reasonable requests as made by a Central Reservation Manager

- MANAGEMENT IS SUPER COOL
- LOTS OF PERKS...FREE PASS, STAFF DISCOUNTS, FREE LIFT TICKETS TO MANY SKI RESORTS AND 50% OFF AT MANY OTHERS
- FLEXIBLE SHIFTS
- LOTS OF SKIING/BOARDING TIME
- GUARANTEED HOURS FOR FRONT DESK/BELLMAN STAFF
- BEST SNOW EVER (KICKS WHISTLERS ASS)

TIM  
WATERLOO, ONTARIO  
BELLMAN (CENTRAL CHECK-IN)