

LITTLE RIVER INN

POSITION DESCRIPTION

Position Title: PM Bellhop

Department: Restaurant

FLSA Status: Non-exempt **Reports to:** Restaurant Manager **Revised:** 1/25/2022

Position Summary: Provides rooms service delivery for the restaurant to Inn guests. Assisting guests as needed, including, but not limited to information regarding the Inn and area. Assists Restaurant as requested. Operates Inn cart and van. Collects garbage from in front of rooms at end of shift.

Principle Job Duties:

1. Enters room service food orders into POS.
2. Takes room service and food orders. Makes deliveries promptly to rooms.
3. Bill items to rooms and collect tips in accordance with Inn rules and procedures
4. Keep Inn vehicle clean and wells stocked. Report any issues to manager.
5. Safely operate Inn equipment and vehicles
6. Complete all side work listed on chart daily.
7. Put away deliveries as needed.
8. Assist in the Kitchen and the Restaurant as requested.
9. Collect any dishes and garbage left in front of rooms at end of shift.
10. Attend monthly staff meetings and training.

Qualifications and Skills Required:

1. Excellent customer relations and communication skills
2. Ability to safely operate Inn equipment and motor vehicles
3. Ability to read and write English
4. Basic computer skills including word processing and POS systems
5. Ability to multi-task and work well under pressure
6. Ability to work as a team member
7. Self starter and dependable
8. Must be 21 years or older, possess valid Ca Drives licenses and acceptable MVR
9. Maintain current Food Handler Certification.

Physical Requirements:

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PHYSICAL/ENVIRONMENTAL JOB REQUIREMENT LIST

Job Title: Guest Assistant		Hrs. Worked Per Shift 7 – 8 hrs		Hrs Worked per Week 35 to 40 hrs				
Description of duties: See Job Description								
Activity	Never (0 hrs)	Occasionally <3hrs	Frequently 3 to 6hrs	Constantly 6 to 8 hrs				
Sitting		X						
Walking		X						
Bending at waist		X						
Squatting		X						
Climbing		X						
Kneeling		X						
Crawling		X						
Twisting at Waist		X						
Hand use grasping		X						
Reaching above shoulder		X						
Pushing/Pulling		X						
	Lifting Requirements			Carrying Requirements				
Lbs	0 hrs	0to3 hrs	3-6 hrs	6 to 8 hrs	0 hrs	0 to 3 hrs	3 to 6 hrs	6 to 8 hrs
0-10 lbs		X				X		
11-25 lbs			X			X		
26-50 lbs			X			X		
51 –75 lbs		X						
75-100 lbs	X							
Environmental Factors								
Factor or Task		Yes	No	Describe				
Driving Cars or other equipment		X		Transports food or guests				
Walking on uneven ground		X		Traverses' property				
Climbing Stairs		X		Walk up and down stairs between offices				
Exposure to excessive noise		X		Kitchen equipment				
Exposure to Temp extremes		X		Weather during the winter				
Exposure to dust, gas, chemicals, or substances		X		Mild concentration of cleaning compounds				
Use of Special protective equipment		X		Occasionally uses gloves or face mask				

Comments:
None