

Best Western Premier Positions Bryan, TX

Housekeeping-

Our uniquely located hotel has a service culture built to make our guests feel as comfortable and welcome during their stay as they would at home. If you are passionate about guest satisfaction, take pride in your work and accomplishments, and are willing to do whatever it takes to ensure our guests have the best possible experience during their stay, then you have what it takes to be a successful member of our team.

As a member of our team, you are a representative of our hotel and make the first and last impression to each of our guests. You must be able to adapt to new situations and operate within an extremely fast paced environment. You are an integral part of every interaction with the guest and we believe each specific employee possesses qualities that make them important in the overall success of our team.

Daily responsibilities include but are not limited to:

- Cleaning of guest rooms assigned by supervisors
- Cleaning of lobby, and all public areas as necessary
- Deep cleaning of guest rooms on a quarterly schedule
- Maintaining cleaning carts and storage areas throughout hotel
- Other duties as required

We are willing to train people who are motivated and committed to the success of our team. Previous hotel experience is not necessary, however housekeeping or laundry experience is a plus.

Night Audit-

Position Overview:

The night auditor is responsible for posting and balancing charges and settlements for rooms and maintaining files. They are also responsible for preparing the systems for operations the next day. The position requires basic knowledge of accounting operations, mathematical skills, and computing skills.

Responsibilities/Duties:

- Check guests in and out
- Handle guest requests independently
- Work closely with other hospitality departments
- Maintain a working knowledge of each of the hotel's systems and hospitality programs.
- Perform other duties as assigned to meet business needs.

- Position requires the applicant to work 11PM to 7AM and days off vary based on business volume
We are willing to train people who are motivated and committed to the success of our team. Previous hotel experience is not necessary, however food service and food handling experience is a plus.

Bartender-

Position Summary:

To prepare and serve beverages and provide all guests with courteous, professional, efficient and flexible service that supports the outlet's operating concept, and brand standard.

Essential Functions:

- To deliver the brand promise and provide exceptional, friendly, courteous and professional guest service at all times.
- To serve food and beverages to guests, according to the established standards of performance and service sequence established for the outlet.
- To handle all guest and internal customer complaints and inquiries in a courteous and efficient manner, following through to make sure problems are resolved satisfactorily.
- To be familiar with all beverage items on the outlet menu.
- To set up, stock, clean and maintain the bar and beverage preparation area.
- To prepare and serve beverages according to the standard required.
- To clear and reset tables and bar top.
- To complete opening and closing duties as assigned.
- To follow standard recipes and minimize waste to help ensure that the outlet's beverage cost is in line with budget.
- To be flexible wherever possible in meeting special requests from guests for specific beverage preparation methods and ingredients.
- To follow presentation and service guidelines as established by the manager.
- To be familiar with the ingredients, preparation methods and service of all food items served in the outlet.
- To utilize the outlet point-of-sales system as prescribed.
- To ensure that all sales are properly recorded, following prescribed procedures for ordering, voiding or correcting items.
- To order beverage ingredients based on outlet par stocks and as prescribed by the manager.
- To maintain the assigned station/section in a clean and orderly manner at all times.

- Lift, carry or otherwise move up to 25lbs. regularly. Lift, carry or otherwise move up to 50 lbs. with assistance. Follow proper moving and lifting procedures. Regularly required to stand for long periods of time.
 - To ensure that all company minimum brand standards are implemented, and that optional brand standards are implemented where appropriate.
 - Promote teamwork and associate morale.
- Job Type: Part-time

Front Desk Clerk

As a member of our team, you will be not only the first impression of our hotel but the last impression as well. You must be able to confront new people on a daily basis, as well as operate within an extremely fast paced environment. It is important that you can multi-task and maintain professional composure under stress. You will be an integral part of every contact with the guest from the first telephone call to ensuring their stay was beyond satisfactory during their departure.

A brief description of the daily duties are listed below:

- Guest satisfaction and problem resolution
 - Preparing and serving food and beverages out of the Gallery Kitchen & Bar
 - Reservations management
 - Daily reports and checklists
 - Billing procedures and troubleshooting
 - Communicate effectively and efficiently with all departments
- To be successful at this position, the following attributes are needed:
- Proactive attitude and taking initiative on tasks
 - Demonstrating positive Leadership qualities and set the example for all team members
 - Forward thinking mentality
 - Strive to deliver 100% Guest Satisfaction in all situations
 - Strong ability to multi-task
 - Ability to process volumes of information during high stress environments

Previous hotel experience is not necessary, we only ask that you possess the motivation and ability to deliver a customer service experience beyond the expectations of our guests. If you believe you can meet and exceed these expectations then apply immediately!

Breakfast Attendant

Preparation of all breakfast food items and maintaining buffet area during serving times

- Set up and breakdown of breakfast buffet area according to established standards
- Receiving of food deliveries and storing received items properly
- Assist with daily inventory and waste management logs
- Keep all work areas clean and properly stocked at all times
- Complete daily checklists and end of day cleaning duties

We are willing to train people who are motivated and committed to the success of our team. Previous hotel experience is not necessary, however food service and food handling experience is a plus.

Drop off applications at the Best Western Premier at 1920 Austins Colony Parkway, Bryan Texas, 77803. We are located behind the IHOP off of Highway 6 in Bryan. Call Mary at (979) 731-5300 to schedule interviews.



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