

April 12, 2019

**MICROTEL INN HOTEL
FRONT DESK CLERK**

1615 Rion Dr, Champaign (near Olympian Dr & Mattis Ave)

The hotel clerk will take reservations, check guests into the hotel, check guests out of the hotel, answer phone calls, resolve guests problems, complete computer entry and paper work, set up and/or put away breakfast supplies, clean lobby, fold linen and other tasks as assigned. We are hiring individuals with customer service skills and/or will train dependable individuals with a positive attitude. Must have a driver's license and own transportation, (we are not on a bus line).

Positions are part-time \$9.00-\$9.50/hour

We need staff for:

Sat and Sun for shifts: 7am-3pm, 3pm-11pm and 11pm-7am

Mon, Tues, Wed, Thur or Fri for 3pm-11pm

Once trained, most people work 3 or 4 shifts a week.

Please come to the hotel and fill out an application as soon as possible.

Manager
Microtel Inn
1615 Rion Dr
Champaign Illinois 61822