

HOTEL JOB DESCRIPTIONS

ROOMS

BELL/DOOR

Bell Captain
Bell Person
Door Person
Driver
Guest Service Agent

BUTLER

Supervisor
Butler

CONCIERGE

Concierge

FRONT DESK

Supervisor
Agent

HOUSEKEEPING

Assistant Manager
Floor Supervisor
Rooms Control
Floor Attendant
Room Attendant
Turndown Attendant
Uniform Supervisor
Uniform Attendant
Seamstress
Linen Room Attendant
Public Space Supervisor
Public Space Cleaner
Office Supervisor
Scheduling Supervisor
Restroom Attendant
Window Washer
Material Control

LAUNDRY/DRY CLEANING

Supervisor
Laundry Attendant
Valet Attendant
Laundry Driver

NIGHT AUDIT

Night Auditor

PBX

Supervisor
Operator

RESERVATIONS

Supervisor
Agent

TRANSPORTATION

Supervisor
Valet Cashier
Valet Parking Attendant
Driver

FOOD & BEVERAGE

BANQUET

Manager
Supervisor
Server
Bartender

BAR

Manager
Supervisor
Bartender
Beverage Server
Barback

BUFFET RESTAURANT

Manager
Server
Buspersion
Host Person

CATERING

Director
Secretary

CONFERENCE SERVICES

Manager/Assistant
Supervisor
Houseman

CULINARY

Executive/Sous Chef
Butcher
Cook
Buffet Attendant
Baker
Pastry Cook
Pantry Person
Saucier
Head Cook
Garde Manager

EMPLOYEE CAFETERIA

Line Server
Cook
Warewasher

F&B CASHIER

Cashier

MINI BAR

Attendant

ROOM SERVICE

Manager
Supervisor
Order Taker/Cashier
Server
Buspersion

SNACK BAR

Attendant
Cook

SPECIALTY RESTAURANT

Manager/Maitre d'
Host Person
Captain
Buspersion
Server

STEWARDING

Executive Steward
Shift Supervisor
Night Cleaner
Dishwasher
Banquet Steward
Potwasher
Silver Steward
Utility Steward
Steward

THREE MEAL RESTAURANT

Manager
Host Person
Server
Buspersion

OTHER

ACCOUNTING

General Cashier
Income Auditor
Accounts Payable Clerk
Payroll Clerk
Accounts Receivable Clerk

ACTIVITIES

Attendant

ADMINISTRATION

Secretary

BUSINESS CENTER

Supervisor
Attendant

ENGINEERING

Chief Engineer
Supervisor
Secretary/Dispatcher
Electrician
General Maintenance
Laundry/Kitchen Mechanic

ENGINEERING (cont'd)

Storeroom Clerk
HVAC Mechanic
Painter
Plant Operator
Plumber
Carpenter

FITNESS CENTER

Supervisor
Attendant
Personal Trainer/Instructor

GOLF OPERATIONS

Marshall/Starter
Golf Attendant Captain
Golf Attendant
Pro Shop Attendant

GROUNDS

Grounds Person

HUMAN RESOURCES

Director
Clerk

KIDS CLUB

Attendant

POOL/BEACH

Supervisor
Attendant

PURCHASING/RECEIVING

Purchasing Agent
F&B Cost Controller
Storeroom Supervisor
Storeroom Clerk
Receiving Clerk

RETAIL

Store Manager
Sales/Cashier
Inventory Control Manager
Inventory Control Clerk
Product Manager
Merchandising Manager
Merchandising Clerk

SALES & MARKETING

Director of Sales
Sales Manager
Sales Assistant

SECURITY

Supervisor
Officer
Dispatcher

SPA

Supervisor
Attendant
Receptionist
Reservations Agent
Retail Sales Clerk
Hair Technician
Massage Therapist
Nail Technician
Skin Care Esthetician

TENNIS SHOP

Pro Shop Attendant

CASINO JOB DESCRIPTIONS

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HOUSEKEEPING

Assistant Manager
Floor Supervisor
Office Supervisor
Scheduling Attendant
Room Control
Floor Attendant
Room Attendant
Turndown Attendant
Linen Room Attendant

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Supervisor
Laundry Attendant
Valet Attendant
Laundry Driver

NIGHT AUDIT

Night Auditor

PBX

Supervisor
Operator

PUBLIC SPACE CLEANING

Supervisor
Utility Porter
Casino Porter
Window Washer
Restroom Attendant
Material Control Attendant

RESERVATIONS

Supervisor
Agent

TRANSPORTATION

Supervisor
Valet Cashier
Valet Parking Attendant
Driver

UNIFORMS

Supervisor
Attendant
Seamstress

FOOD & BEVERAGE

BANQUET

Manager
Supervisor
Server
Bartender

BAR

Manager
Supervisor
Bartender
Beverage Server
Barback

BUFFET RESTAURANT

Manager
Server
Buspersion
Host Person

CATERING

Director
Secretary

CONFERENCE SERVICES

Manager/Assistant
Supervisor
Houseman

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Executive/Sous Chef
Butcher
Cook
Buffet Attendant
Baker
Pastry Cook
Pantry Person
Saucier
Head Cook
Garde Manager

EMPLOYEE CAFETERIA

Line Server
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Warewasher

F&B CASHIER

Cashier

MINI BAR

Attendant

ROOM SERVICE

Manager
Supervisor
Order Taker/Cashier
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SNACK BAR

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Cook

SPECIALTY RESTAURANT

Manager/Maitre d'
Host Person
Captain
Buspersion
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STEWARDESS

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Shift Supervisor
Night Cleaner
Potwasher
Silver Steward
Utility Steward
Steward
Dishwasher
Banquet Steward

THREE MEAL RESTAURANT

Manager
Host Person
Server
Buspersion

CASINO JOB DESCRIPTIONS (cont.)

OTHER

ACCOUNTING

General Cashier
Income Auditor
Accounts Payable Clerk
Payroll Clerk
Accounts Receivable Clerk

ACTIVITIES

Attendant

ADMINISTRATION

Secretary

BUSINESS CENTER

Supervisor
Attendant

ENGINEERING

Chief Engineer
Supervisor
Secretary/Dispatcher
Electrician
General Maintenance
Laundry/Kitchen Mechanic
Storeroom Clerk
HVAC Mechanic

ENGINEERING (cont'd)

Painter
Plant Operator
Plumber
Carpenter

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Attendant
Personal Trainer/Instructor

GOLF OPERATIONS

Marshall/Starter
Golf Attendant Captain
Golf Attendant
Pro Shop Attendant

GROUND

Person
Grounds Person

HUMAN RESOURCES

Director
Clerk

KIDS CLUB

Attendant

POOL/BEACH

Supervisor
Attendant

PURCHASING/RECEIVING

Purchasing Agent
F&B Cost Controller
Storeroom Supervisor
Storeroom Clerk
Receiving Clerk

RETAIL

Product Manager
Inventory Control Manager
Inventory Control Clerk
Merchandising Manager
Merchandising Clerk
Store Manager
Sales/Cashier

SALES & MARKETING

Director of Sales
Sales Manager
Sales Assistant

SECURITY

Supervisor
Hotel Officer
Casino Officer
Investigator
Lost/Found Clerk
Dispatcher
Property Firearms
Instructor/Armorer

SPA

Supervisor
Attendant
Receptionist
Reservations Agent
Retail Sales Clerk
Hair Technician
Massage Therapist
Nail Technician
Skin Care Esthetician

TENNIS SHOP

Pro Shop Attendant

GAMING

CAGE/CREDIT

Manager
Shift Supervisor
Pit Clerk Supervisor
Pit Clerk
Check Bank Cashier
Chip Bank Cashier
Window Bank Cashier
Main Bank Cashier
Poker Bank Cashier
Employee Window Bank Cashier

HARD COUNT

Supervisor
Attendant

KENO

Shift Supervisor
Writer
Runner
Third Person

POKER

Shift Supervisor
Poker Dealer
Floor Person
Brush Person

RACE & SPORTS BOOK

Supervisor
Writer
Terminal Operator
Cashier

SLOT CLUB

Supervisor
Representative

SLOT OPERATIONS

Technician Supervisor
Technician
Floor Person
Host Person
Shift Supervisor
Change/Cashier
Money Runner

SOFT COUNT

Supervisor
Attendant

TABLE GAMES

Shift Manager
Floor Person
Box Person
Baccarat Dealer
Roulette Dealer
Blackjack Dealer
Craps Dealer
Big Six Dealer

VIP SERVICES

Manager
Supervisor
Administrative Assistant
Representative