

<b>Company Name</b>	Hershey Entertainment & Resorts
<b>Contact Person's Name</b>	Pedro Rodriguez
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<b>Company Location/Address</b>	325 University Drive, Hershey Pa, 17033
<b>Position to be Advertised including Job Title</b>	ROOM SERVICE ORDER TAKER
<b>Job Description</b>	<p>Job Description:</p> <p>This position is responsible for taking proper orders via telephone, relaying back, and confirming order with the guest prior to completion of the phone conversation.</p> <p>This is a part-time year round position. The working schedule for this position may include days, evenings, weekends, &amp; holidays based on operational needs.</p> <p>Job Functions:</p> <p>Arranging room service carts in a professional and appealing manner</p> <p>Maintaining an adequate amount of room service supplies</p> <p>A complete knowledge of menu and all related menu items</p> <p>A complete knowledge of the room service process to be able to direct the guest and answer any questions; an ability to complete fundamental mathematics</p> <p>Ability to function with the Point of Service System</p> <p>Ability to handle guest concerns and questions in a thorough and professional manner.</p> <p>The position is also responsible to complete other duties as assigned by management.</p> <p>Basic Qualifications:</p> <p>Must be at least 18 years of age.</p> <p>Must have a valid driver's license, a condition of continued employment.</p> <p>Additional Qualifications:</p> <p>Must demonstrate a capacity to operate the Point of Sale system and complete elementary math functions.</p> <p>Must be responsible for cash, credit card and room charge handling.</p> <p>Must demonstrate complete organizational skills both in paperwork and work area.</p> <p>Must be able to communicate effectively to co-workers and other staff</p> <p>Working Conditions:</p> <p>Varied Shifts 6:30 am-3:00 pm and 3:00pm to 11:30pm; weekends and holidays required.</p> <p>Must be able to stand, bend, stoop and push up to 40 lbs.</p>

Must be able to work in a safe and professional manner.  
Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Hershey Entertainment & Resorts is an Equal Opportunity Employer

**Type of Position**  
**(Check all the apply.)**

Part-time

**Position Available on**

Nov 29, 2022

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