Stafford/Speech

Job Interview Project

A new high-end hotel/resort is being built in Amarillo, and you are ready to get a job or switch to a new job. You will be applying for a job with this new hotel/resort, High Plains Marriott. The following jobs (listed below) are available to you and you must decide on a position for which you’d like to apply.

**Job List:**

**Barista (coffee shop):** specializes in making specialty coffee and tea drinks, such as cappuccinos, lattes, frappucinos, etc. Must be able to work under pressure and busy situations, excellent communication and customer service skills.

**Busperson (restaurants):** must have good communication skills and ability to work in a fast-paced environment. Cleans tables, chairs, dining area and returns dirty dishes to kitchen.

**Concierge:** must have good communication skills and public relation skills. Need working knowledge of area events, attractions, and restaurants. Multi-tasking a must.

**Cook:** High school diploma or experience in related field preferred. Experience as a culinary employee is a plus. Must be familiar with all phases and operation of the kitchen. Basic knowledge of food preparation techniques preferred.

**Dining Area Attendant:** Must be able to read, write, understand and speak English in a fluent manner. Must be neat in appearance, physically strong, and possess a pleasant personality.

**Food Server/Wait staff:** Ability to carry & balance a service tray on shoulder. Must be able to read, write, understand, and speak English in a fluent manner.

**Restaurant Host/Hostess:** Strong understanding of customer service. Good communication skills. Must be able to read, write, and speak English. Must work well with others.

**Room Service Order Taker/Cashier:** good communication skills both verbal and written required. Excellent telephone and customer service skills required.

**Steward:** operates automatic dishwashers, makes sure all dishware, glassware & flatware are clean; washes pots/pans/utensils. Returns clean items to proper storage places. Performs general kitchen clean-up duties and disposes of all waste.

**Valet Parker:** must have valid TX driver’s license and be able to drive a manual transmission. Must have clean driving record and good communication skills.

**Housekeeping attendant:** must be familiar with cleaning equipment and supplies. Responsible for cleaning assigned areas of the hotel, such as fitness center, lobby, offices, swim/recreation areas, hallways, etc.

**Front Desk Agent:** Performs check-in and check-out duties, and serves in a friendly, courteous, and expeditious manner. Good typing & computer skills required. Excellent communication skills and customer-service oriented.

**Guest Room Attendant:** cleans guest rooms and supplies guest rooms with linens and amenities. Requires some bending and lifting.

**Health Spa Attendant:** must have excellent customer service and communication skills. CPR, First Aid, and Life Saving certification preferred.

**Mailroom Clerk:** must have a valid drivers license and be able to drive a minivan. Must be able to lift up to 35 lbs and reach at least six feet high. Good organizational skills.

**Retail Sales Clerk Gift Shop:** must have excellent customer service skills. Responsible for cashiering, sales, stocking shelves, and maintaining gift shop appearance. Lottery and previous cashiering experience a plus. Good computer skills required.

**Security Officer:** monitor site via vehicle, bike and walking patrols to ensure a safe and secure environment. Report illegal or suspicious activities, loitering or disturbing the peace, and assist guests with their issues.

**Lifeguard:** must have CPR certification and lifeguard certification. Must have good communication skills and be in good physical condition.

**Golf Course Groundskeeper:** keep golf course in perfect condition—mow grass to proper lengths, set timers for watering, make sure golf carts are in good working condition and clean, and other duties as assigned.

**Golf Pro-Shop Attendant:** assist customers with their golfing needs.

**Golf Caddy:** caddy for anyone who requests this service. Knowledge of golf a plus; must have good communication skills.