

Job Title: Night Auditor

Submit to : humanresources@thelokgroup.com

Business Name:

The Lok Group of Companies
Quality Inn Petaluma—5100 Montero Way,
Petaluma

Website: www.thelokgroup.com

Job Description:

Night Auditor (Part-Time, Weekends) at The Quality Inn in Petaluma, CA

We are looking to fill a Night Audit Position at Quality Inn, in Petaluma, CA. The position is on a Part- Time basis, with the opportunity to cover other shifts as needed and potential for full-time. The right candidate to join our Night Audit team should enjoy working nights in a hotel setting. This position is weekends, over-night from 11:00 pm - 7:00 am.

Job Summary:

The night auditor performs a mix of customer service representative and accounting. Night audit duties in customer service include handling the reservation process; welcoming guests and getting them checked into their rooms; responding to guests' requests; doing some light cleaning, and coordinating with other hotel workers to handle necessary end-of-day tasks. Accounting duties include taking payments, reconciling accounts, preparing bills and balancing the front desk's cash drawer. You can expect to spend your shift standing at the front desk, walking around to rooms and sometimes lifting items, as well as help with set up of breakfast room and items.

Experience:

Customer service in the hotel industry preferred
Comfortable with using Excel spreadsheet a benefit
Comfortable working graveyard shift a benefit

Pay Frequency: Bi-weekly

Benefits:

Health Dental
Vision

401k employer match PTO
up to 13 days Holidays (9
days)

Equal Opportunity Employer Minorities/Women/Protected Veterans/Disabled

Job Type: Part-time/Full-time

Salary: \$15.00 + hour

Background check required, Drug and Alcohol pre-employment test required Must be eligible to work in the USA.

Why Work Here? Awesome Team to work with!

We are a Family owned Hospitality Company that has been servicing the Sonoma County Hospitality Industry for over 30 years.