

COCC Cascade Culinary Institute Students

Full Job Description:

Breakfast Bar Attendant at the Best Western Premier Peppertree Inn at Bend :

1082 SW Yates Dr.

97702 bestwesternpremierbend.com 541-389-8800

Serve and stock food/beverage per hotel brand guidelines while ensuring guest satisfaction through public cleanliness, attention to guest needs and exceed their expectations at all times, 5:00 am- 10:00 am , 3-6 days a week.

ESSENTIAL FUNCTIONS:

Perform food preparation & display the food as directed.

Replenish everything during breakfast hours. Coffee, tea, & condiments in the breakfast area.

Communicate food/beverage products needs to Supervisor and ensure that all products are stocked & stored correctly.

Follow proper Food Safety & Sanitation guidelines.

Perform daily general clean duties in designated areas.

Clean and maintain breakfast equipment and items including dishware, glassware, coffee pot, etc.

Respond to the needs and requests of the guests.

Display knowledge and follow at all times, sanitation & sanitary food handling procedures.

Keep work areas clean and organized.

Report all unsafe conditions immediately.

Complete other duties as assigned by the supervisor to ensure guest satisfaction. (Creativity & imagination is encouraged! Any ideas or suggestions to improve Breakfast or guest experience is welcomed & will be credited on the internship report)

Attendance and punctuality are essential functions of this position.

PHYSICAL DESCRIPTION:

Lift and carry food trays, beverage containers, glass racks, etc. average weight of 5-25bs frequently, maximum weight occasionally 50lbs.

WORKING CONDITIONS:

Working with and exposed to fumes, chemicals, vibrations, humidity, cold, heat, dust, and noise. Working with and around all types of kitchen equipment (i.e. oven, slicer, toaster, coffee makers, etc.). Must adhere to the hotel's safety standards and procedures; hand protection for equipment operation.

SUCCESS FACTORS:

Effectively manage time (i.e. planning, prioritizing, delegating, etc.)

Maintain and exceed hotel brand standard in food & beverage product and quality.

Follow all safety procedures.

Ensure kind and courteous behavior towards all co-workers.

Follow all appropriate policies and procedures while constantly striving to improve all standards of operations.

Ensure prompt and courteous service to guests to ensure all guest experiences are of the highest quality.

Meet or exceed productivity standards.

Food Handlers and OLCC permit. Read, write, and speak English fluently.

Excellent customer service skills.

Ability to communicate with team members and management effectively.

Excellent time management skills.

Ability to work under time constraints, and in a fast paced environment.
Must pass a criminal background check.

PAID COCC CASCADE CULINARY INTERNSHIP AVAILABLE: Work directly with BWP GM to fulfill all College requirements in a timely and streamlined process. Communication, deadlines and clear expectations to be discussed.

COCC Cascade Culinary Institute Student – Hospitality

Full Job Description:

Front Desk Ambassador at the Best Western Premier Peppertree Inn at Bend :

1082 SW Yates Dr.

97702 bestwesternpremierbend.com 541-389-8800

Full Job Description

Accommodate hotel guests by registering and assigning rooms to guests
Issuing room keys
Transmitting and receiving messages
Keeping records of occupied rooms, and guests' accounts
Making and confirming complete reservations
Presenting statements and collecting payments from guests.
Recognizing the Best Western Reward Members and an understanding of the rewards program.

ESSENTIAL FUNCTIONS:

Register guests to the proper accommodations upon arrival.
Make, change, or cancel guest's reservations at their request.
Accommodate guests with any problems or requests they have.
Update information in the computer system as needed.
Communicate with other departments to fulfill guest needs.
Answer telephones.
Maintain keys in secure areas.
Attend all mandatory meetings.
Report all unsafe conditions immediately.
Keep the work area neat and organized.
Complete other duties as assigned by the supervisor to include cross training.
Attendance and punctuality are essential functions of this position.
Daily laundry responsibilities, sanitizing pool area, fitness studio, lobby and assisting guests with Bike Room availability.

PHYSICAL DESCRIPTION:

Constantly standing at the Front Desk on tile.
Constant repetitive motions of stooping (bending at the waist)
Bending at the knees. Arm movements (reaching and rotating)
Lifting /carrying average weight frequently 5 lbs. Maximum weight occasionally 50 lbs.

Pushing/pulling average weight frequently 5 lbs. Maximum weight occasionally 50 lbs.

WORKING CONDITIONS:

Working with and exposed to fumes, chemicals, vibrations, humidity, cold, heat, dust, and noise.
Must adhere to the Hotel's safety standards and procedures.
Exposed to computer printer noise, and telephone noise.
Read, write, and speak English fluently with ability to communicate effectively both written and verbal with the public and other team members
Experience working with computers and operating keyboards.
Must pass the criminal background check.

SUCCESS FACTORS:

Effectively and accurately check guests in and out.
Ensure prompt and courteous service to all guests to ensure all guest experiences are distinctively **premier**.
Follow all safety procedures.
Ensure kind and courteous behavior towards coworkers.
Follow all appropriate policies and procedures while constantly striving to improve all standards of operations.
Attendance, punctuality, communication and work ethic at an exceptional level.
Positive attitude and contributing to the memorable fun environment.

PAID COCC CASCADE CULINARY INTERNSHIP AVAILABLE: Work directly with BWP GM to fulfill all College requirements in a timely and streamlined process. Communication, deadlines and clear expectations to be discussed.

Maureen Heintz
Sales And Events

Cell: 541-203-0312

Best Western Premier Peppertree Inn
Hotel: 541-389-8800
[1082 SW Yates Drive Bend, Or](#)

[Best Western Premier Peppertree Inn at Bend](#)
[Best Western Plus Peppertree Airport Inn](#)
[Best Western Plus Peppertree Inn at Omak](#)
[Best Western Plus Peppertree Nampa Civic Center](#)


PREMIER
BEST WESTERN.
 Peppertree Inn at Bend
 Bend, OR
 Reservations: (541) 399-8800




Best Western PLUS.
 Peppertree Airport Inn
 Spokane, WA
 Reservations: (509) 624-4655




Best Western PLUS.
 Peppertree Inn at Omak
 Omak WA
 Reservations: (509) 422-2088




Best Western PLUS.
 Peppertree Nampa Civic Center
 Nampa, ID
 Reservations: (208) 936-2222



