

FLAGSHIP RESORT DEVELOPMENT
Job Description

Job Title:

- Responsible for logging express and early check outs.
- Responsible for collecting proper payments and/or deposit prior to allowing access to a unit.
- Responsible to keep their bank in order and stocked with change from the central cashier of manager.
- Responsible for properly directing guests and owners to contact appropriate departments for maintenance fees, mortgages, owner banking, etc.

Qualifications: To perform the essential duties of this position, the incumbent must be able to perform each essential duty satisfactorily.

Work Environment: The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For the most part ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

I have read and understand the requirements of this position.

Print Name

Date

Signature

Witness/Manager