

POSITION: T2107

POSITION TITLE: ROOMS DIVISION/FRONT DESK INTERN

Rotate through all of the rooms division departments (e.g., security, PBX, housekeeping, bell stand, concierge) as well as learn front desk/front office responsibilities (e.g., guest check-in/check-out, answering guest inquiries).

COMPANY TYPE: Hotel

QUALIFICATIONS: Currently enrolled in a hospitality degree. Relevant experience preferred. Skype video interview required.

WAGE: Varies (e.g., Front Office agent is \$10.50).

AVERAGE HOURS: 32+ hours per week

FREQUENCY OF PAY: Bi-Monthly

SCHEDULES: Varies

APPEARANCE POLICY: Uniforms are provided.

SICK/VACATION DAYS: Will earn 6 sick days. No paid vacation.

MEAL CONDITIONS: Free meals provided in café.

LOCALE INFORMATION

LOCATION: St. Louis, Missouri

TYPE OF AREA: City located on the banks of the Mississippi River; hotel is located in downtown

WEBSITES: <http://explorestlouis.com/>

INTERNET AVAILABILITY: Library, cafes, some housing

PUBLIC TRANSPORT: Bus, light rail transit

TRAVEL TO WORK: Public transport, walk, drive (depends on location of housing)

HOUSING INFORMATION

DOES EMPLOYER ARRANGE/ASSIST? Yes. Employer suggests that interns consider [Gentry's Landing](#), a high-rise apartment building located within walking distance of the hotel and in the heart of downtown. Interns are allowed a one week stay upon arrival in order to secure longer term housing..

HOUSING COSTS: \$500 and up (varies)

HOUSING DEPOSIT: \$200 or one month's rent (varies, depending on housing selected)

ARRIVAL INFORMATION

AIRPORT: St. Louis, Missouri

EMPLOYER PICK-UP: No. Take Metrolink (light rail) to downtown (approximately \$3).