



## Job Opportunity

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**Position:**  
Guest Services Bellman

**Location:**  
Lemon Grove, California

**Posting Date:**  
January 12, 2010

**Description** Salary range: \$8.84 - \$10.40 no tips

### Hours

**Part-Time Saturday 8:15 – 5:00 p.m. and Sunday from 8:30am-6:00pm** other hours possible (up to two weekdays)

### Position Overview

As a Bellman, you will play a critical role in helping to provide a healing, peaceful and serene environment for our guests. A Bellman at OHI provides a high level of customer service when greeting and assisting arriving and departing guests to and from their accommodations and transporting their luggage.

### Responsibilities

- Greeting and assisting arriving and departing guests
- Transport guest's luggage to and from their rooms
- Explain operation of room features, facilities at the Mission, their location on the property and hours of operation
- Respond to guests, supervisors or management requests in a timely, friendly, efficient and positive manner
- Maintain security of all equipment, keys or supplies issued each day
- Perform room sweeps to insure that departing guests have checked out
- Assist with stocking the store and support warehouse shipping/receiving and inventory functions.

### Qualifications

- High school education is preferred, or up to one month related exp. or training; or equivalent combination of education exp.
- Must be able to lift at least 50 lbs and have a Drivers License to drive golf cart
- Must be available on Saturday and Sundays
- Excellent guest relations, Team-player, demonstrate exceptional customer service
- Professional image, the ability to connect with people
- Strong oral communication skills are essential

**We offer a rewarding non-smoking, drug-free work environment and a competitive benefits program. Join a faith-based organization committed to your success.**

