

1 Job Title: FRONT DESK CLERK**2 Location:** San Diego, CA**3 Full-time job. Includes shift work. Will need to work weekends.****4 Duties:**

- Greet guests when they arrive
- Check guests in and explain hotel services
- Answer phones and help guests with problems
- Take online and phone reservations

5 Requirements:

- 3-5 years' experience as a front desk clerk in a hotel
- High school diploma
- Excellent communication skills
- Friendly and responsible
- References

6 Salary: \$20.00 an hour**7 Benefits:**

- Health insurance and life insurance
- Discount for you and your family at any of our hotels

[Apply for the job](#)

Look at the headings in the job ad. In which section (1-7) can you find the following information?

1. what you will be doing

2. how much you will earn

3. what you need in order to get the job

4. what the name of the job is

5. which extra things you will receive from the employer

6. where the job is

7. what the work hours are

2. Now read the job ad and choose True or False.

1. The ad is for a part-time job.

TRUE

FALSE

2. The work hours are 9-5, Monday to Friday.

TRUE

FALSE

3. One of the duties is to give guests information about the hotel.

TRUE

FALSE

4. You don't need to have previous experience to apply for this job.

TRUE

FALSE

5. You have to be good with people to do this job.

TRUE

FALSE

6. Health insurance is the only benefit you will get with this job.

TRUE

FALSE