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# Example of Room Service Order Taker Job Description

Our growing company is looking for a room service order taker. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for room service order taker

* Administers and assigns hotel guest orders to room service employees
* Answers any guest questions and refers them, if necessary, to appropriate management employees
* Receives payment from room service employees
* Performs cashier duties for room service employees
* Adheres to established cash control policies and procedures
* Answer room service phone line and takes guest orders following established policy and procedures
* Administer and assigns hotel guest orders to room service employees
* Answer any guest questions and refers them, if necessary, to appropriate management employees
* Monitor dining reservations system, as directed
* Receive payment from room service employees

## Qualifications for room service order taker

* Must have evening availability
* Current TIPS & Food Handlers certifications required
* Perform cashier duties for room service employees
* Adhere to established cash control policies and procedures
* At least 6 months of experience in a high-volume, customer service environment
* At least 21 yeas of age