



Man-Tra-Con Corporation is working with a local employer to fill the following position:

**Job Title:** Holiday Inn — Multiple Positions (EP-040422-01)

**Location:** Carbondale, Illinois

**Salary:** \$13.25 per hour

### **Job Description**

The Holiday Inn in Carbondale is hiring for Front Desk, Housekeeping, Laundry, and Night Auditor positions. Employer is open to flexible days/hours. Details per position are listed below:

- *Front Desk* — Job duties include answering phones, counts drawer, wake-up calls, and check-ins. Work schedule is 4:00 p.m. to 12:00 a.m. (hours may vary), rotating days.
- *Housekeeping* — Job duties include cleaning rooms, communicating with laundry personnel, calling in each checked out room. Work schedule is 4:00 p.m. to 12:00 a.m., with rotating days.
- *Laundry* — Job duties include cleaning rooms, removing linens, and general cleaning. Work schedule is 4:00 p.m. to 12:00 a.m. (hours may vary), rotating days.
- *Night Auditor* — Job duties include counting and verifying cash, cleaning lobby, ordering pastries, and communicating maintenance repairs. Work schedule is 4:00 p.m. to 12:00 a.m., with rotating days.

### **Requirements**

Candidates must pass background checks.

### **How to Apply**

This employment opportunity is available at no cost to you! To apply for this position, email a resume to: [EmilyPerks@mantracon.org](mailto:EmilyPerks@mantracon.org)

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