



THE ARMY AND NAVY CLUB ON FARRAGUT SQUARE

The Army and Navy Club is a private, not-for-profit, Five Star Platinum Club in the heart of Washington, DC. Our membership is comprised of active and retired military officers from all branches of our Armed Forces, along with civilian members.

Classification: Part-Time

FLSA Status: Non-Exempt

Department: Front Desk

STATEMENT OF EXPECTATIONS

We're seeking a "Go beyond Front Desk Agent"

Do you have a passion for hospitality? Do you want to provide quality service and "go beyond" at all times? Are you a friendly, courteous, and detail-oriented professional? The most important trait we are seeking is a customer service attitude.

- Ideal candidate is friendly, approachable, self-motivated, enthusiastic with a professional appearance and a passion for delivering exceptional guest service
- Candidate will possess 1-2 years of previous hospitality guest services within a private Club or upscale property setting
- Knowledge of Jonas Hospitality Software or similar database is preferred
- Strong communication skills are required as the position works with multiple departments
- Microsoft Office Suite experience is required
- Able to handle multiple duties simultaneously
- Available to work varied shifts (evenings and weekends)
- High School diploma or GED

We offer competitive hourly rate. Complimentary employee meals are provided. Three-month probationary period with reviews after 6 months and 1 year. Hourly wage increase subject to review.

HOURS OF WORK

A minimum of 2-3 shifts per week based on the Club's needs. Days will vary and will include evenings, weekends and holidays. Please note that this position will be required to work 32 hours or less per week.

Applications can be emailed, faxed or mailed. Email is the preferred method.

The Army and Navy Club
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Fax: 202-785-2481

Equal Opportunity Employer | Drug-Free | Criminal Background Checks will be conducted