WEYHILL GUEST HOUSE - MORNING RECEPTIONIST

- Pick up newspapers / mail from mailboxes
- Morning ritual
  - Unlock doors
  - Turn on lights in Billiard Room and above honor bar
  - Turn off outside light at front door
  - Turn off outside light
  - Turn on hallway lights
  - Turn on lights in Library (wall sconces above sofa, and lamp on desk)
  - Turn on stereo
  - Turn on Dining Room lights
  - (Turn on fireplace in winter)
  - Turn off Terrace lights
- Help housekeeper(s) with breakfast and cleaning of rooms, when necessary
  - Clear breakfast tables
  - Assist with dishwashing
  - Reset
- Fill sugar bowls, cereal canisters and salt and pepper shakers. Each Sunday, wash sugar bowls, empty crumbs from toaster, and add fresh water to the bud vases.
- Collect bar sheet at honor bar
  - Enter consumption in RPOS, and re-stock as necessary
  - Put bar sheet on James’ desk
- Perform Northstar night audit. Print report and put on James’ desk.
- Check out guests as necessary
- Retrieve phone messages. Press “IC” button, then “message” button. Password #.
- Check in guests as necessary
- Prepare housekeeping sheet for next day
- Check in items from Receiving; put items in proper locations
- Refill paper towel dispensers in kitchen as necessary
- Replenish candy at front desk as necessary
- Perform concierge duties as necessary
- Take reservations as necessary
  - Email James/Jesse new reservation info
- Use the Communication Log (blue spiral notebook in file stand on corner of desk) to enter any/all communications for James/Jesse, such as room reservations, questions, complaints, house problems, etc. Also email anything necessary to guesthouse@sauconvalleycc.org.