

COURTYARD
BY MARRIOTT

TOWNEPLACE
SUITES[®]
MARRIOTT

WELCOME SENECA STUDENTS AND ALUMNIS!

**COURTYARD and TOWNEPLACE SUITES by MARRIOTT
TORONTO NORTHEAST/MARKHAM**

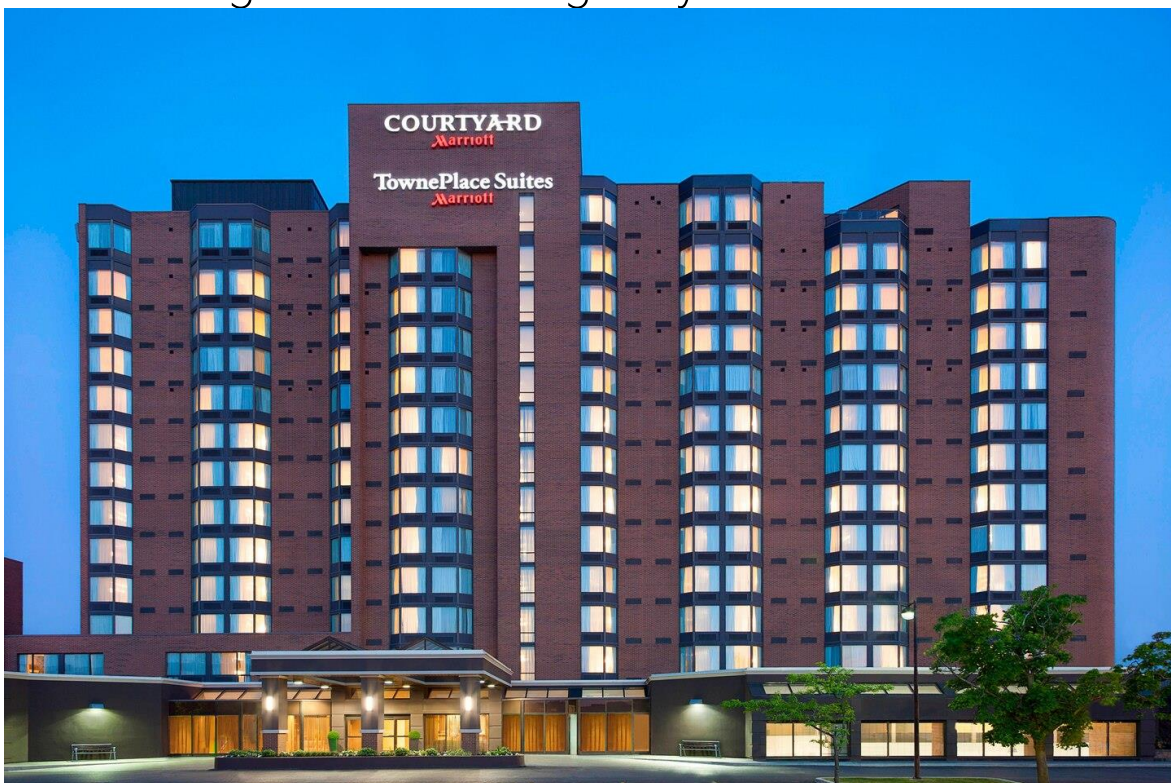
Address: 7095 Woodbine Avenue, Markham, ON, L3R 1A3

Walking Distance to TTC Bus Stop: 2 Minutes to Steeles

Bus Commute to Finch Subway Station: 30 Minutes

Driving Distance to Highway 404: 2 Minutes

Driving Distance to Highway 401: 15 Minutes





Canada's First Stacked Duel Branded Hotel
Courtyard by Marriott & TownePlace Suites by Marriott
299 rooms
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Marriott employee hotel discount

To apply, please send your resume and
indicate which position you are interested in to:
Candy Lo
clo@courtyardtowneplacemarkham.com



HOUSEKEEPING DEPARTMENT

Room Attendant (full time / part time)

***** MUST BE ABLE TO WORK WEEKENDS *****

Vacancy: 2

Hourly Rate: \$16.52 - \$17.39 an hour

JOB OVERVIEW

Clean guest rooms and/or other assigned areas in a timely and thorough manner to ensure total guest satisfaction.

DUTIES AND RESPONSIBILITIES

- Clean and service assigned rooms or areas according to established standards and procedures including making beds, dusting, vacuuming, cleaning and sanitizing bathrooms, removing trash, etc.
- May include cleaning of kitchen area, room refrigerator, coffee maker, cups, glasses, silverware, etc.
- Notify supervisor when service is complete so rooms may be sold or occupied.
- Report any room unable to be serviced to supervisor according to established procedures.
- Report to supervisor needed repairs or unsafe conditions.
- Respond to guest complaints, special requests and ensure corrective action is taken to achieve complete guest satisfaction.
- Monitor and control supplies/amenities and minimize waste within all areas of housekeeping.
- Maintains linen cart and supplies neat and organized to department standards.
- Maintains security of equipment, keys and supplies issued each day.
- Report, turn in, and/or log all lost and found items according to established procedures.
- Promote teamwork and quality service through daily communication and coordination with other departments.
- May regularly assist with deep cleaning projects.
- May have turndown duties.
- Perform other duties as assigned. In carrying out your duties you will follow all Company and Brand Standards

QUALIFICATIONS AND REQUIREMENTS

- Basic reading, writing, and math skills.
- Some housekeeping experience
- Friendly and hospitality focused
- Attention to detail
- Ability to work under pressure in a fast paced, stressful environment
- Organizational skills
- Teamwork
- Problem solving

Work Area: Guestrooms, guest floor hallways

House Person (part time)

***** MUST BE ABLE TO WORK WEEKENDS & EVENINGS *****

Vacancy: 1

Hourly Rate: \$16.52 - \$17.39 an hour

JOB OVERVIEW

Assist room attendants on assigned floors; collect dirty linens and transport to laundry area, deliver fresh linens to room attendant carts throughout the day. May assist with stripping linens from room and/or the cleaning of public areas. Deliver and retrieve items requested by guests and housekeeping staff.

DUTIES AND RESPONSIBILITIES

- Assist room attendants with heavy items such as mattresses and linens. Deliver linens and other supplies to room attendants.
- Remove all dirty linen from assigned Room Attendants' carts and closets and transport to laundry.
- Maintain cleanliness and organization of floor closets and vending areas; remove trash throughout the hotel, wipe down shelves/counters; sweep and wax floor, remove non-floor closet items and store in appropriate areas.
- Respond to guests' requests such as delivery of housekeeping supplies (e.g. linens, cots, etc.) in a timely and efficient manner.
- Clean other designated areas such as public restrooms, fixtures, vending areas, storage areas, and other public areas for assigned floors.
- Report to supervisor needed repairs or unsafe conditions.
- Respond to guest complaints and ensure corrective action is taken to achieve complete guest satisfaction.
- Monitor and control supplies/amenities and minimize waste within all areas of housekeeping.
- Promote teamwork and quality service through daily communication and coordination with other departments.
- May collect newspaper and other items for recycling.
- May regularly assist with deep cleaning projects.
- Perform other duties as assigned. In carrying out your duties you will follow all Company and Brand Standards

QUALIFICATIONS AND REQUIREMENTS

- Basic reading, writing, and math skills.
- Some housekeeping experience
- Friendly and hospitality focused
- Attention to detail
- Ability to work under pressure in a fast paced, stressful environment

Work Area: All areas of facility



FOOD
&
BEVERAGE
DEPARTMENT

Restaurant Server (part time)

SMART SERVE CERTIFICATION IS REQUIRED

***** MUST BE ABLE TO WORK WEEKENDS and EVENINGS *****

Vacancy: 2

Salary Rate: \$15.50

JOB OVERVIEW

Set-up and break down all meeting rooms, banquet space and ballroom areas. Clean and maintain all corridors, vending areas, elevators and landings and service areas in the banquet facilities ensuring hotel's standards of cleanliness.

DUTIES AND RESPONSIBILITIES

- Set-up and/or break-down tables, chairs, audio visual equipment and platforms/stages and other equipment as specified by group requirements. Set-up table linens, skirting and table top items (water pitchers, glasses, supplies, etc.)
- Clean, store, and secure in an organized manner all tables, chairs, and audio/visual equipment, platforms/stages and other equipment used for banquet functions.
- Maintain cleanliness of banquet rooms, banquet hallways, and storage and service areas.
- Inspect cleanliness and working condition of all equipment to be set up in function area. Report all damages or issues to Supervisor.
- May refresh room during breaks (replenish supplies, water pitchers, etc.)
- May retrieve clean linen and skirting and stock in storage areas.
- May pick-up and deliver all boxes and materials (flip charts, easles, blackboards, etc.) for function.
- Perform other duties as assigned. In carrying out your duties you will follow all Company and Brand Standards

QUALIFICATIONS AND REQUIREMENTS

Basic reading and writing and mathematical skills. General knowledge of banquet operations preferred.

This job requires ability to perform the following:

- Remain stationary for extended periods of time
- Carrying or lifting items of up to and including 100 pounds (i.e. tables, chairs, stages) occurs often.
- Moving about the function areas.
- Bending, stooping, kneeling

Other:

- Communication skills are utilized a significant amount of time when interacting with guests, coworkers, and supervisors.
- Reading and writing abilities are utilized often with banquet event orders and instructions.
- Basic math is used frequently to ensure the proper set up of tables, settings, chairs, etc.
- Alcohol Awareness certification as required by local or state government agency.
- May be required to work nights, weekends, and/or holidays.

Work Area: Banquet Rooms/Space

Banquet Porter (part time)

***** MUST BE ABLE TO WORK WEEKENDS and EVENINGS *****

Vacancy: 1

Salary Rate: \$15.79 - \$16.62

JOB OVERVIEW

Provide fast and courteous service of food and beverages to guests and ensure the quality of food and beverage presentation per established standards.

DUTIES AND RESPONSIBILITIES

Greet all guests and take beverage and food orders promptly and professionally.

- Prepare food and beverages for service to hotel guests and present food according to established health and presentation standards.
- Clear and clean tables promptly and efficiently. Clean and/or wipe down tables, chairs, walls, windows, mirrors, and floors as necessary.
- Perform side-work, and any other opening or closing duties as required. Ensure that wait staff stations are clean and maintained throughout the shift.
- Alert Outlet Management of any service and/or safety issues. Make appropriate service recovery gestures according to established guidelines to ensure total guest satisfaction.
- May receive guest payments and process transactions as outlined in the cash and charge procedures as needed.
- Perform other duties as assigned. In carrying out your duties you will follow all Company and Brand Standards

QUALIFICATIONS AND REQUIREMENTS

Basic reading and writing. Foodservice experience with general knowledge of restaurant operations.

This job requires the ability to perform the following:

- Carrying or lifting items weighing up to 50 pounds
- Remain stationary for extended periods
- Moving about the restaurant
- Handling food objects; plates, trays, glasses, etc.
- Bending, stooping, kneeling

Other:

- Communication skills are utilized a significant amount of time when interacting with guests, wait staff, cooks, and supervisors.
- Alcohol awareness certification and/or food service permit or valid health/food handler card as required by local or provincial government agencies.
- Reading and writing abilities are utilized often when taking orders, completing paperwork, etc.
- Basic math skills are frequently used when handling cash and credit.
- May be required to work nights, weekends, and/or holidays.

Work Area: Kitchen and F&B Outlet(s)



FRONT OFFICE DEPARTMENT

Guest Services Agent

***** MUST BE ABLE TO WORK WEEKENDS and EVENINGS *****

Vacancy: 1

Hourly Rate: \$16.88 - \$17.77 an hour

JOB OVERVIEW

Check-in/check-out hotel guests in a timely and professional manner; process all payments according to established procedures to ensure guest satisfaction.

DUTIES AND RESPONSIBILITIES

- Welcome guests in a friendly, prompt and professional manner.
- Register guests, issue room keys, provide information on hotel services and room location; prepares for group check in and out and VIP arrivals; becomes informed of events/functions in the hotel during the shift.
- Answer phones in a prompt and courteous manner.
- Up-sell rooms where possible to maximize hotel revenue.
- Accurately process all cash and credit card transactions in accordance with established procedures including but not limited to posting all charges, completing cashier and other reports, preparing deposit, and counting/securing assigned bank.
- Issue, control and release guest safe-deposit boxes.
- Communicate any outstanding guest requests or issues to management that may require additional monitoring or follow-up.
- Respond appropriately to guest requests; promotes hotel services, facilities and outlets; provides guests with information such as local attractions and directions to increase satisfaction.
- Make appropriate service recovery gestures in order to ensure total guest satisfaction.
- May routinely book guest reservations for individuals and/or groups that are requested either by phone or from within the hotel; process cancellations, revisions, and information updates on changes.
- Promote teamwork and quality service through daily communications and coordination with other departments.
- Perform other duties as assigned including guest room tours, concierge services, special guest requests, etc. In carrying out your duties you will follow all Company and Brand Standards

QUALIFICATIONS AND REQUIREMENTS

- High School diploma or equivalent, plus one year front desk/guest service experience. Some college preferred.
- Must speak fluent English. Other languages preferred.
- This job requires ability to perform the following:
 - Frequently standing up behind the desk and front office area
 - Remain stationary for extended periods of time
 - Carrying or lifting items weighing up to 50 pounds
 - Handling objects, products and computer equipment
 - Use a keyboard to operate various property management and reservations systems, etc.
- Other:

- Communication skills are utilized a significant amount of time when interacting with guests and employees.
- Reading and writing abilities are utilized often.
- Basic math skills are used frequently.
- Problem solving, reasoning, motivating and training abilities are often used.
- May be required to work nights, weekends, and/or holidays.

Work Area: Front Office