

FINDING WORK



R & R INN & SUITES

The Company

R & R Inn & Suites opened on April 23, 1998. The Inn is independently owned and operated, and the company also operates R & R Inn Provost and R & R Inn Hardisty.

The motel has single and double occupancy rooms, suites and executive suites, kitchenettes and a presidential suite available in the 60 room hotel. All rooms have fridges and microwaves, hair dryers, air conditioning and wired & wireless secure high speed Internet.

Other facilities include:

- meeting room
- fitness studio & hot tub
- healthy start breakfast
- laundry facilities or laundry service

The company won housekeeping awards in 2000, 2004, 2005 and 2006.

The Work

R & R Inn and Suites employs 22 staff, including four part-time employees in the following positions: Front Desk, Night Auditor and Housekeeping. The motel has 24 hour housekeeping service and prides itself on having the friendliest staff in the hospitality industry in Wainwright.

Staff work variable shifts assigned within monthly schedules: 6:00 a.m. to 2:00 p.m., 2:00 p.m. to 10:00 p.m. and 10:00 p.m. to 6:00 a.m., 365 days a year.



The Ideal Candidate

The ideal candidate to work at R & R Inn & Suites should have the following attributes:

- Grade 12 graduate
- Computer literate
- Willing to be trained
- Must be able to work various shifts, including weekends
- Good communication skills
- Excellent rapport with the public
- Good telephone etiquette
- Friendly and outgoing
- Possess an excellent work ethic

Front Desk

- Answers telephone and inquiries
- Takes registrations and checks guests in and out of motel
- Processes payments by credit, debit and cash
- Makes reservations using computerized system
- Must be computer literate

Night Auditor

- Answers telephone and inquiries
- Takes registrations and checks guests in and out of motel
- Processes payments by credit, debit and cash
- Makes reservations using computerized system
- Able to work night shift
- Lays out breakfast and makes coffee, sets out juice and sets out dishware and cutlery
- Ensures breakfast area is well maintained and clean
- Food Safe™ an asset

Housekeeper

- Must be able to work all shifts
- Must be physically fit
- Responsible for making beds, vacuuming, dusting, sanitizing and cleaning rooms and bathrooms
- Responsible for doing laundry
- Must have high level of hygiene
- Washes floors, and cleans hallways

Training

All employees receive in-house training

Salary and Benefits

Wages are negotiable and are competitive. A benefit package is available.

How to Apply

The company typically recruits through word of mouth, newspaper advertisement or by walk-in applications.

Applicants who are interested in working all three locations, should apply with resume and references to:

Judy Becker, General Manager
R & R Inn and Suites
1809 – 14 Avenue
Wainwright, AB T9W 1T9

Tel: 780-842-2277
Fax: 780-842-2624



The Finding Work At Series can be found at www.wantjobgotjob.com, a website managed by the Wainwright & District Chamber of Commerce. This Series is a partnership project by the Government of Alberta, Wainwright & District Chamber of Commerce, Town of Wainwright, Wainwright Economic Development Board and Wainwright Military Family Resource Centre. For more information, contact the Chamber of Commerce at (780) 842-4910.