

Welcome!

Since Courtyard came onto the scene in the early 1980s, we've been the leader and, shall we say, trendsetter, in the select service hotel space. Today, we play an important role in helping our guests strive for personal and professional fulfillment...one hotel stay at a time. Our Brand Ideal is unquestionable—Enabling You to Succeed at Your Game. This statement is at the core of who we are and what we stand for...it's just what we do. And, we do it really well. And, what's really cool about Courtyard is that there are over 1,000 hotels, in locations all over the world, that share one common Courtyard language—meeting the needs of the Courtyard Guest. Because, no matter where they go, our guests are on a journey towards personal fulfillment, recognition, and success. But what does it mean “to be Courtyard?” The answer is simple. It means you are a part of something bigger—a global community connected by our culture and driven by a passion to help others succeed. Your job is to nurture the culture at your hotel by bringing Courtyard positioning to life and embracing our values. We have put together this playbook to help you in all things Courtyard and to provide you with some inspiration. Without a doubt, together, we are proud to say...Courtyard is Me!



2220 Emrick Boulevard
Bethlehem, PA 18020
610.625.9500

Values

Inviting

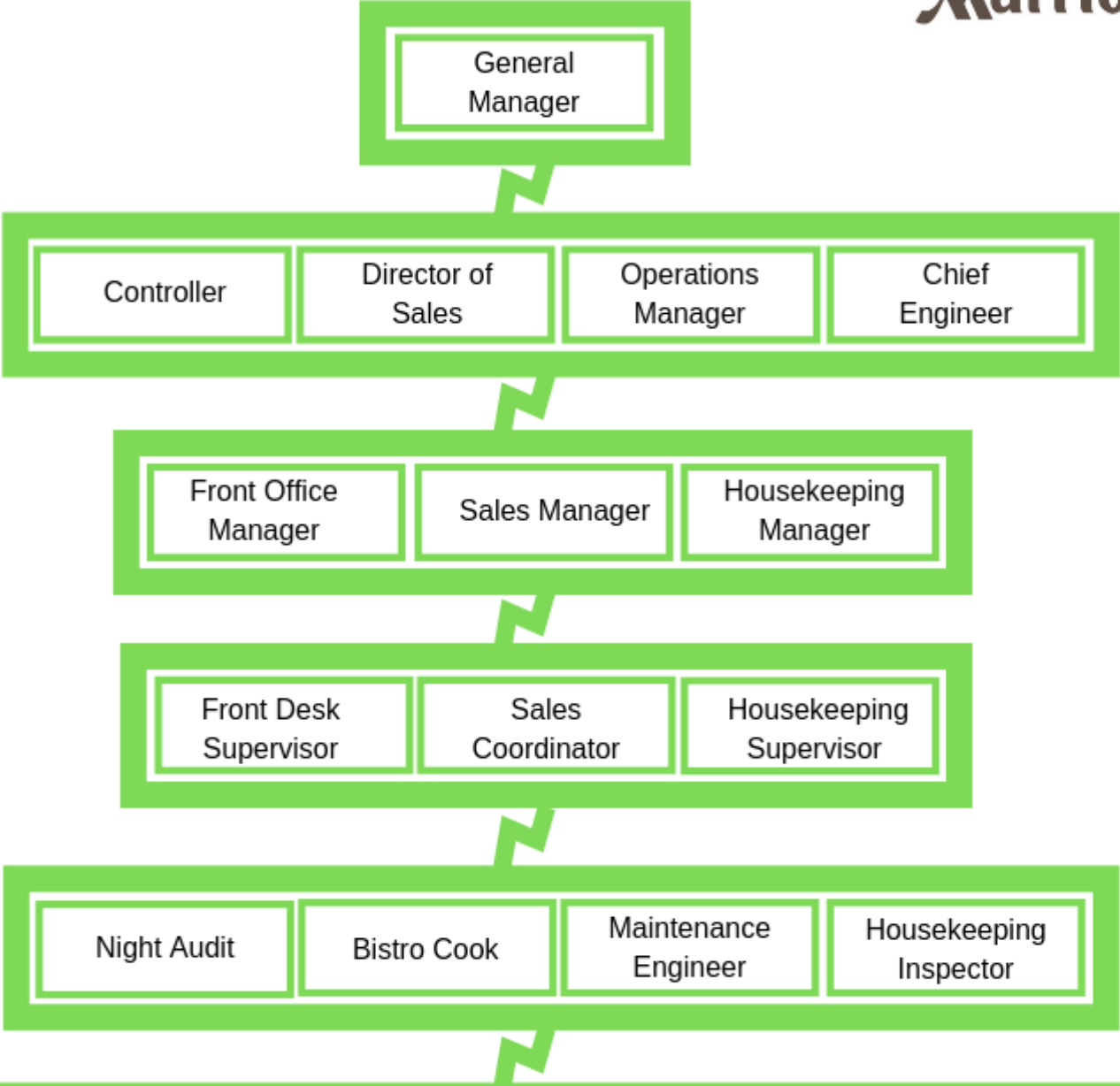
Clever

Current

Hospitality Career Path - Entry Level Opportunities



- No prior experience needed.
- Full time and part time available.
- On-site, paid training.
- Flexible schedules.
- Uniforms provided.
- Travel benefits.
- Opportunity for advancement.
- Work Experience in a Professional Setting.



**Entry Level
Positions**

Front Desk Agent	Bistro Attendant	Preventative Maintenance	Houseman	Room Attendant	Laundry Attendant
------------------	------------------	--------------------------	----------	----------------	-------------------

Roles and Requirements - Front Desk



2220 Emrick Blvd.
Bethlehem, PA 18020
610.625.9500
Marriott.com/abebc

Front Desk Agent

Entry level front office position. Must be 18 years old and have a high school or GED diploma. Computer knowledge, good organizational skills, the ability to multitask, and customer service experience are preferable. Hourly position.

Night Auditor

Must be 18 years old and have a high school or GED diploma with a minimum 1 year front desk experience. Strong accounting/math and computer skills required. Good organizational skills, the ability to multitask, and customer service experience preferred.

Front Desk Supervisor

Two years post high school education with a minimum of 2 years experience in front desk position. Hospitality front desk experience expected. Must possess verbal and written English communication skills. Salaries start at \$25,000 per year.

Front Office Manager

Requirements of Front Desk Supervisor with excellent leadership skills demonstrated. Must be able to multitask and have excellent customer service skills. General knowledge of all hotel departments and proper hotel safety/security procedures necessary.

Operations Manager

Four years post high school education with a minimum of 6 years experience in a related position. Minimum 2 years Department Manager experience. Must possess verbal and written English communication skills. Salaries start at \$50,000 per year.

Hotel General Manager

Bachelor's degree in Hospitality/Business preferred or minimum of 5 years experience in a related position. Minimum 2 years Hotel GM or AGM experience required. Salaries start at \$75,000 per year.



Looking for a great career opportunity? Review our job availability apply today at
Indeed.com
EOE

Roles and Requirements - Sales



2220 Emrick Blvd.
Bethlehem, PA 18020
610.625.9500
Marriott.com/abebc

Sales Coordinator

Two years post high school education with a minimum of 2 years experience in a related position. Hospitality experience expected. Must possess verbal and written English communication skills. Hourly position - starts at \$12.00.

Sales Manager

Four years post high school education with a minimum 2 years experience in a related position. Hospitality experience expected. Must possess verbal and written English communication skills. Salaries start at \$30,000 per year plus bonus plan.

Director of Sales

Four years post high school education with a minimum of 5 years experience in a related position. Hospitality, Sales, & Leadership experience a must. Must possess verbal and written English communication skills. Salaries start at \$50,000 per year plus bonus plan.

Looking for a great career opportunity? Review our job availability apply today at
Indeed.com
EOE



Roles and Requirements - Housekeeping



2220 Emrick Blvd.
Bethlehem, PA 18020
610.625.9500
Marriott.com/abebc

Entry Level Positions - Housekeeping

No hospitality experience necessary. Ability to lift up to 40 pounds is required. Ability to multitask and be detail oriented.

Must be able to spend shift standing, walking. General knowledge of cleaning. Hours vary, weekends and holidays are necessary.

Room Inspector

Minimum 1 year experience in a housekeeping room attendant role.

Must be 18 years or older. Must be able to spend shift standing and walking in a fast paced environment. Detailed oriented and able to multitask. Good communicate skills. Hourly position.

Housekeeping Supervisor

Must be 18 years or older. Minimum 2 years experience in a related housekeeping role. Knowledge of cleaning and department procedures. Great communication skills, ability to multitask. Must be able to walk/move about for long period of time.

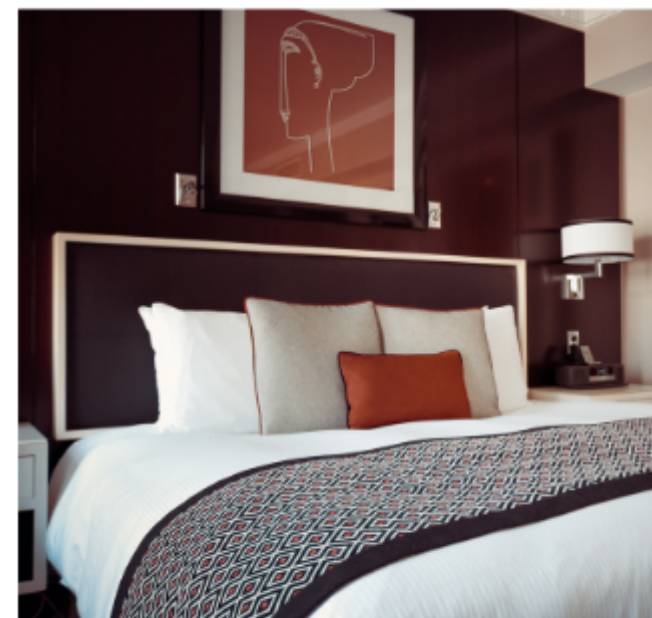
Housekeeping Manager

Four years experience in a Housekeeping leadership role. Knowledge of scheduling, inventory, cleanliness standards. Ability to multitask and operate in a fast paced environment. Salary position - starting at \$35,000.

©2019 Workforce Board Lehigh Valley. All rights reserved.

Operations Manager

Four years post high school education with a minimum of 6 years experience in a related department position. Must possess verbal and written English communication skills. Advanced knowledge of Housekeeping operations. Salaries starting at \$45,000.



Looking for a great career opportunity? Review our job availability apply today at
Indeed.com
EOE

Bistro Attendant

Knowledge of general food service operation. Must be able to multitask and be organized. Detail oriented with great communication skills. Customer service experience a plus. Must be able to spend shift standing and walking in a fast paced environment.

Bistro Bartender

Knowledge of general beverage service operation. Must be able to multitask and be organized. Detail oriented with great communication skills. Customer service experience a plus. Must be able to spend shift standing and walking in a fast paced environment.

Bistro Cook

Must be 18 years old and have a high school or GED diploma. Minimum 1 year cooking experience. Must possess verbal and written English communication skills. General knowledge of kitchen operations necessary. Hourly pay starting at \$10.

©2019 Workforce Board Lehigh Valley. All rights reserved.

COURTYARD[®] Marriott[®]

2220 Emrick Blvd.
Bethlehem, PA 18020
610.625.9500
Marriott.com/abebc

Looking for a
great career
opportunity?
Review our job
availability
apply today at
Indeed.com

EOE



Preventative Maintenance

Entry level maintenance position. Must be 18 years old and have a high school or GED diploma. General knowledge of building maintenance, the ability to multitask and be organized. Hourly position.

Maintenance Engineer

Minimum of 2 years experience in hotel maintenance position. Knowledge of HVAC, electrical, basic furniture repair, dry-walling, pool maintenance. Must possess verbal and written English communication skills. Hourly position - starting pay \$15.00.

Chief Engineer

Four years post high school education with a minimum of 6 years experience in a related position. Minimum 2 years Department Manager experience. Must possess verbal and written English communication skills. Salaries start at \$50,000 per year.