

# HOTEL, MOTEL AND RESORT CLERKS

## ANNUAL WAGES

ENTRY: \$22,000  
 MEDIAN: \$28,900  
 HIGH: \$32,400

## HOURLY WAGES

ENTRY: \$10.58  
 MEDIAN: \$13.88  
 HIGH: \$15.57

## EDUCATION AT ENTRY LEVEL

HIGH SCHOOL  
 DIPLOMA/  
 EQUIVALENT



THE AUSTIN MSA PROJECTS TO NEED OVER  
**7,273 HOTEL, MOTEL, AND RESORT CLERKS**  
 BY 2031. WILL YOU BE ONE?

## JOB DUTIES

- Accommodate hotel, motel, and resort patrons by registering and assigning rooms to guests, issuing room keys or cards, transmitting and receiving messages, keeping records of occupied rooms and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.
- Greet, register, and assign rooms to guests of hotels or motels.
- Contact housekeeping or maintenance staff when guests report problems.

## YOU WILL THRIVE IN THIS POSITION IF...

- You like activities that include data, detail, and regular routines.
- You like talking to others and listening, not interrupting, and asking good questions.
- You notice when problems happens and find a solution.



**SCAN TO WATCH A VIDEO  
 ABOUT THIS CAREER PATHWAY**



Data Sources

SOC: 43-4081

O'Net, JobsEq, 2022

CareerOneStop

Prepared by Workforce Solutions Capital Area

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# HOTEL, MOTEL, AND RESORT CLERKS



## HOW TO GET STARTED IN THIS CAREER PATHWAY



Take customer service, government, computer, and english language classes



Conduct an informational interview with someone in this career

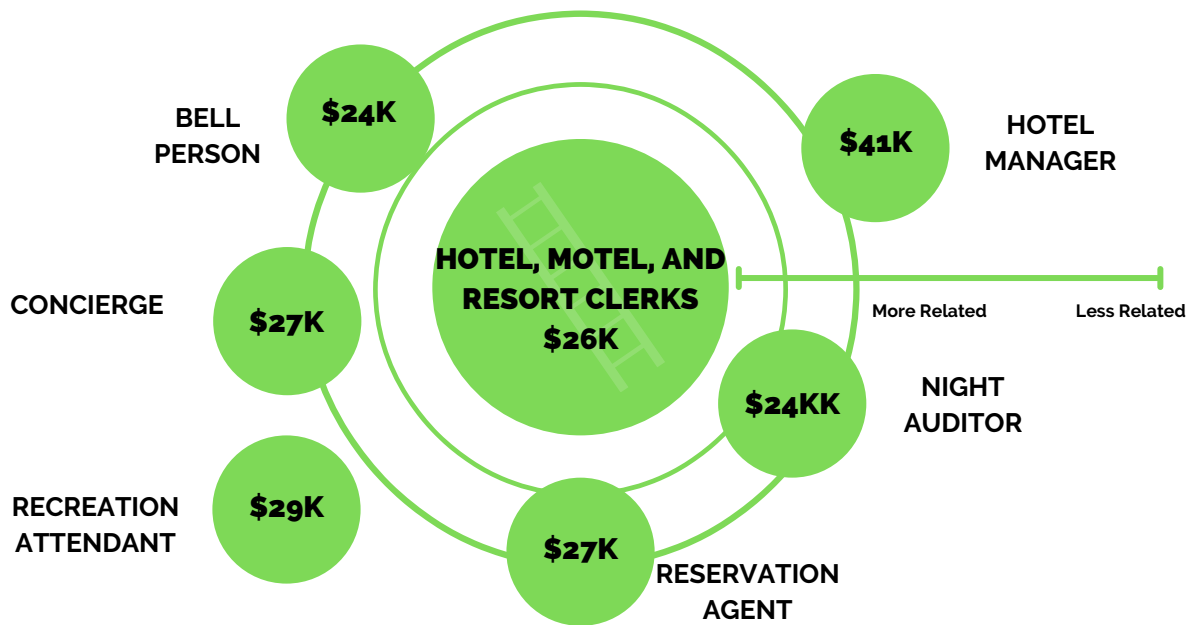


Gain entry level experience. Register at [workintexas.com](http://workintexas.com)



Complete a personality test or explore more high-demand careers. **Scan the code to get started!**

## RELATED JOBS WITH MEDIAN SALARY



## WHAT IS SOMETHING NEW YOU LEARNED ABOUT THIS CAREER?

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