

Hospitality and Tourism Cluster



Hospitality and tourism encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.

Data Sources
Bureau of Labor
Statistics
CareerInfoNet
CareerClusters
The College
Board
Tracer

Hotel, Motel & Resort Desk Clerks

Hotel, motel and resort desk clerks accommodate patrons by registering and assigning rooms, issuing room keys or cards, transmitting and receiving messages, keeping records of guests' accounts, making and confirming reservations and collecting payments from departing guests.

If you are interested in a detail-oriented career and can stay calm under pressure, a career as a **hotel, motel or resort desk clerk** may be for you.

Hotel, motel and resort desk clerks are involved in the day-to-day workings of hotels, motels and resorts. They keep track of guests' expenses and accommodate patrons' needs.

Are You Ready To...?

- Check patrons into their rooms
- Collect payments from departing guests
- Issue room keys/cards
- Transmit/receive messages
- Keep records of guests' accounts
- Make/confirm reservations

It Helps To Be...

Someone who enjoys communicating with people from various backgrounds. You'll rely on your talent for solving problems, remembering details and staying calm under pressure.

A Day In The Life...

- Answer customer or public inquiries
- Collect payment
- Compute financial data
- Fill out business or government forms
- Greet customers, guests, visitors or passengers
- Make travel reservations

Salary and Opportunity in the Austin-area

Median Hourly Wage: \$10.34

*That comes out to more than
\$21,501 a year.*

**In 2016, we had
991 Hotel, Motel and Resort
Desk Clerks.**

By 2026, we'll need 1,306.

Could you be one of the 315?

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Hotel, Motel & Resort Desk Clerks

Many employers look for hotel, motel and resort desk clerks with a **high school diploma**.



Top 5 Industries for Hotel, Motel and Resort Desk Clerks

1. Traveler Accommodation
2. Recreational Vehicle (RV) Parks and Recreational Camps
3. Office Administrative Services
4. Management of Companies and Enterprises
5. Activities Related to Real Estate

For more Career Profiles, visit our website:

[http://www.wfscapitalarea.com/YouthServices/
CareerPlanning.aspx](http://www.wfscapitalarea.com/YouthServices/CareerPlanning.aspx).

Related College Majors

- Business Administration and Management
- Hospitality Administration and Management
- Hotel and Motel Management
- International Business
- Marketing
- Real Estate
- Tourism and Travel Management

Related Industry Certifications

- Bell Attendant
- Concierge
- Hospitality Skill Certification for Front Desk Representative
- Office Proficiency Assessment & Certification—Basic Math

Related Careers

- Food Service Managers
- Human Resources Managers
- Meeting and Convention Planners
- Property Managers
- Real Estate Brokers and Sales Agents
- Sales Worker Supervisors

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