

HOTEL, MOTEL AND RESORT CLERKS

ANNUAL WAGES


ENTRY: \$19,500
MEDIAN: \$26,300
HIGH: \$28,600

HOURLY WAGES

ENTRY: \$9.40
MEDIAN: \$12.65
HIGH: \$13.76

EDUCATION AT ENTRY LEVEL

HIGH SCHOOL
DIPLOMA/
EQUIVALENT

 THE AUSTIN MSA PROJECTS TO NEED OVER
3,665 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, 2021

Texas Workforce Commission, 2021

Prepared by Workforce Solutions Capital Area

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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

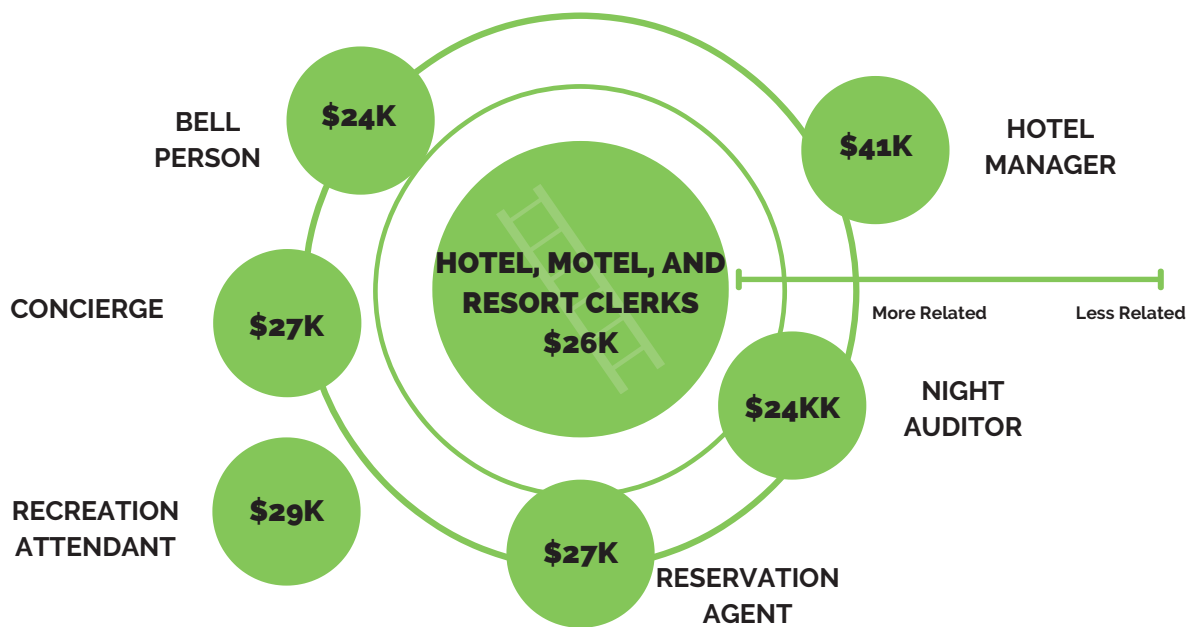


Find a part-time job or internship with a local vet clinic. Register at workintexas.com



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?
