

Brookstreet Hotel, Ottawa's leading restaurant, spa , conference and wedding facility. Working at Brookstreet means re-defining the hospitality experience in Ottawa where we deliver sensational service, beyond the bounds of the typical hotel chain.

The Shuttle Ambassador is responsible for providing a sensational experience to our guests that will leave a positive and lasting impression. You will transport our guests and cargo while acting as an Ambassador of the Brookstreet Hotel. The Ambassador will apply defensive driving technique's to uphold the safety our guests. Additional responsibilities include, handling guest luggage, providing accurate directions, assisting with guest luggage, loading and unloading. The qualified applicant must possess the ability to work without direct supervision, and drive in a safe manner that complies with the regulations of the Ministry of Transportation of Ontario.

**Requirements:**

- Excellent communication and organizational skills, with ability to take initiative
- Clean driving record, abstract required, and possess a class "F" license to operate shuttle (For those who do not have a class "F" license, Brookstreet will offer training to those who hold a class "G" license and pass the interview process)
- Clean Criminal Record
- Ability to drive standard transmission vehicles
- Proven track record in customer service
- Load and unload guest luggage
- Must be available for all shifts, including weekends and night shifts

**Job Profile:**

- Drive and transport guest, cargo and packages to various destinations
- Record all pick-ups, drop offs, on the company log, record daily mileage, and ensure the company vehicle is in good working order
- Valet park guest vehicles and manage the front door
- Notify the company of any mechanical or vehicle problems
- Test vehicle before and after shift to ensure the lights, brakes, windshield wipers, and tire pressure are in proper working condition
- Operate the company equipment needed to communicate with company dispatchers, such as radio or cell phone, or computer in order to receive information, updates and passenger locations
- Assist all passengers with entering and exiting the shuttle, including proper storing and retrieving any luggage to and from the appropriate compartment
- Maintain a log of equipment, and complete accident reports when necessary
- Maintain a clean shuttle which includes, vacuum and clean the interior, wash and polish exteriors of shuttle, and record all customer pick-up and drop offs in the company log and record daily mileage

Email your resume to [resume@brookstreet.com](mailto:resume@brookstreet.com) or visit us at our Open Casting Call every Friday between 1:00 - 4:00p.m. at Brookstreet Hotel, 525 Legget Drive, Ottawa K2K 2W2.

