

Hospitality Training

2020 Class Schedule

Interested in a career
in hospitality?

Prepare for the AHLA Guest
Service Gold Certification!

FRONT DESK REPRESENTATIVE

- Reservations
- Record Keeping
- Room Assignments
- Payment Processing

BANQUET/RESTAURANT SERVER

- Event Setup / Clean Up
- Customer Service
- Food Preparation
- Food Delivery & Replenishment

GUEST ROOM ATTENDANT

- Linen Preparation
- Room Cleaning
- Bed making
- Guest Services Assistance
- Maintenance Reporting
- Room Inspections



HOURS

Monday-Friday
8:30 AM —4:00 PM



4-WEEK COURSE

COURSE REQUIREMENTS

- Minimum 17-years-old
- Background Check
- Drug Screen

INTRODUCTION TO MANAGEMENT

- Effective Delegation
- Problem Solving Skills
- Communication Skills
- Employee Engagement
- Team Building Skills

Enroll in our Hospitality Training
course this year!

START DATE	END DATE
January 6	January 31
February 3	February 28
March 2	March 27
April 6	May 1
May 4	May 29
June 1	June 26
July 6	July 31
August 3	August 28
August 31	September 25
October 5	October 30
November 2	November 20
November 30	December 18

At Goodwill TulsaWORKS Career Academy, we envision a community where everyone has the training and opportunities they need to be successful in the workplace, regardless of the barriers to employment they must overcome.

