



## Job Posting July 25, 2025

### **FRONT OFFICE:**

#### **ASSISTANT FRONT OFFICE MANAGER FT – SALARIED Starting at \$65, 000 Per Year DOQ**

Must have a minimum of one-year current resort front office management experience (FOM).  
Must have a minimum of 12 months current resort front office supervisory experience (AFOM).  
Pleasant and outgoing disposition, able to work as part of a team.  
Proficient with front office technology (Maestro, Aloha POS, MS Office).  
Effective communication skills with excellent conflict and problem resolutions skills.  
Must be physically fit, capable of walking all areas of the property & able to drive a utility cart.  
Must be able to lift, carry and transport up to 50 lbs. and push/pull 75 lbs.  
Must be available to work any shift (AM/PM/Overnight).  
CPR/First Aid/AED certification a plus.

#### **NIGHT AUDITOR FT – \$29.34**

The hotel night auditor is responsible for both front desk operations and accounting tasks during the overnight shift, ensuring a smooth transition from one day to the next.  
Strong customer service and communication skills.  
Proficiency in accounting and bookkeeping.  
Ability to work independently and as part of a team.  
Attention to detail and accuracy in financial record-keeping.  
Familiarity with hotel management software and systems.  
Previous experience in hospitality and customer service is preferred.  
Stand for long periods of time.  
Ability to speak, read, write, and understand English.  
Able to interact professionally, courteously with coworkers and guests.  
Able to read, understand and audit various reports, including food and beverage.  
Primarily works alone, must be able to work overnight shifts.

#### **GUEST SERVICE AGENT – FT \$27.91 PER HOUR**

Pleasant & outgoing disposition, able to work as part of a team.  
Strong oral communication, interpersonal relationship skills required and experienced in conflict resolution.  
Proficient in use of computer.  
Able to stand for extended periods of time, able to lift and transport up to 50 lbs, push/pull 75 lbs.  
Must be physically fit, capable of walking all areas of the property & able to drive a utility cart.  
Must be able to work weekends and all shifts (AM/PM/ OVERNIGHT).

### **SECURITY –PT/ CASUAL \$25.25 PER HOUR**

Pleasant & outgoing disposition, able to work as part of a team.

Strong oral communication, interpersonal relationship skills required and experienced in conflict resolution.

Proficient in use of computer.

Able to stand for long periods of time, able to lift and transport up to 50 lbs, push/pull 75 lbs.

Must be physically fit, capable of walking all areas of the property & able to drive a utility cart.

Must be able to work weekends and all shifts (AM/PM/ OVERNIGHT).

Ability to obtain Security Guard Card certification is required.

CPR/First Aid/AED certification a plus.

### **HOUSEKEEPING:**

#### **AM HOUSEPERSON – FT – CASUAL \$24.54 PER HOUR / PM HOUSEPERSON – FT \$25.54 PER HOUR**

Pleasant disposition and strong oral communication & interpersonal relationship skills required.

Preference of one-year hotel housekeeping experience.

Must be able to read, write and communicate effectively in English.

Must be able to lift, carry and transport up to 50 lbs., push/pull 75 lbs. and stand for a minimum of 8 hours.

Must be able to work weekends and flexible shifts.

Must be able to walk all areas of the property & climb stairs.

Must be able to drive a utility cart – (House person).

### **RECREATION/MAKAI HALE:**

#### **RECREATION ATTENDANT FT – CASUAL \$24.12 PER HOUR**

Pleasant disposition and effective communication skills and experienced in conflict resolution.

Must be able to lift, carry & transport up to 50 lbs.

Must be available to work weekends and flexible shifts.

CPR / First Aid / AED certification a plus

### **GROUNDS DEPARTMENT:**

#### **GROUNDSMAN – FT \$24.45 PER HOUR**

A grounds person is responsible for the overall upkeep of grounds,

familiar with taking care of plants, conducting routine maintenance work, and repairing fixtures.

Must be physically fit, capable of walking all areas of the property & able to drive a utility cart

Must be able to work weekends and all shifts.

### **SEA HOUSE RESTAURANT**

#### **BUSSER – PT \$14.35 PER HOUR (PLUS TIPS)**

#### **FOOD RUNNER – PT \$22.09 PER HOUR**

#### **GREETER – FT - PT \$22.64 PER HOUR**

Current one-year experience in high volume, fast paced, full-service restaurant.

Must be able to multitask & be a team player – Must be able to lift & carry a tray.

Pleasant disposition & excellent communication skills.

Must be able to walk and stand for extended periods of time & able to lift & carry up to 50 lbs.

Must be able to work weekends, holidays, and flexible shifts.

### **UTILITY FT \$23.44 PER HOUR**

Must have previous culinary experience, good knife skills & understanding of culinary terms & techniques.

Prep and cook hot and cold foods in any of the culinary operations–Cook I & III Position

Perform job responsibilities satisfactorily and according to department standards.

Must be able to read, write & understand and communicate effectively in English.

Must be able to walk and stand throughout the shift, lift, and carry up to 50 lbs.

Must be able to drive a utility cart.

Must be able to work weekends, holidays, and flexible shifts.

### **SEA HOUSE KITCHEN**

#### **COOK I – FT \$31.86**

Must have previous culinary experience, good knife skills & understanding of culinary terms & techniques.

Prep and cook hot and cold foods in any of the culinary operations–Cook I & III Position.

Perform job responsibilities satisfactorily and according to department standards.

Must be able to read, write & understand and communicate effectively in English.

Must be able to walk and stand throughout the shift, lift and carry up to 50 lbs.

Must be able to drive a utility cart.

Must be able to work weekends, holidays and flexible shifts.