



## Job Posting January 2, 2023

### FRONT OFFICE

#### **FRONT OFFICE MANAGER and ASSISTANT FRONT OFFICE MANAGER - SALARIED**

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, Onity, Envisions)  
Strong 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

### HOUSEKEEPING

#### **ROOM ATTENDANT - FT / AM HOUSEPERSON - FT**

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

#### **RECREATION KEIKI ATTENDANT - SEASONAL**

Pleasant disposition and good 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

### RESERVATIONS

#### **RESERVATIONS AGENT – CASUAL**

Preference for a minimum of two years front desk/room reservations experience  
Excellent clerical and computer skills; including Microsoft Word, Excel and Outlook  
Proficient with 10 key adding machine  
Must be highly organized, attention to detail and able to multi-task  
Strong oral communication and interpersonal skills required – Excellent sales skills  
Must be able to read, write and communicate effectively in English  
Able to sit for prolonged periods of time  
Must be able to work weekends and flexible shifts

# Job Posting ~ Continued

## SEA HOUSE RESTAURANT

### **ASSISTANT RESTAURANT MANAGER – SALARIED**

Two years full-service restaurant supervisory or management experience (preference for resort/hotel F&B experience)

Strong guest service commitment in addition to being organized, results oriented and able to work well in a fast-paced environment

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

Be visibly present on the restaurant floor during service, check on guests and team members to ensure an exceptional dining experience

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

CPR/First Aid/AED certificate a plus

## SEA HOUSE KITCHEN

### **COOK III – FT / KITCHEN UTILITY - FT**

High school diploma or GED; 2 years' experience in the culinary, F&B or related professional area – Cook II & III Position

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

Must have previous culinary experience, good knife skills & understanding of culinary terms & techniques. – Cook II 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 – Kitchen Utility Position

Must be available to work weekends and any shifts (AM/PM)