



Job Posting March 02, 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

SECURITY – FT

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

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 ATTENDANT – FT – PT -CASUAL

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

Job Posting ~ Continued

RESERVATIONS

RESERVATIONS AGENT – PART-TIME

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

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

PM SERVER –FT - PT / BANQUET SERVER – CASUAL / GREETER - PT / PM BUSSER - PT

Current one-year experience in high volume, fast paced, full-service restaurant
Must be able to multi task & be a team player – Must be able to lift & carry a tray
Pleasant disposition & great 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

SEA HOUSE KITCHEN

COOK III – FT / AM- COOK I- EXPEDITOR - FT / PM-COOK I - EXPEDITOR – FT / Cook I – FT / KITCHEN UTILITY - PT

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