



## Job Posting May 12, 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

#### **FRONT OFFICE AGENT – FT - PT/ 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 – PT - CASUAL**

#### **RECREATION KEIKI ATTENDANT – SEASONAL - CASUAL**

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

## **RESTAURANT SUPERVISOR - FT**

Preference for a minimum of two years F&B supervisory experience in a full service restaurant

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

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

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

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

CPR/First Aid/AED certification a plus

## **PM SERVER –PT -FT - CASUAL / 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 II – FT / COOK III -FT / AM- COOK I- EXPEDITOR - 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