



Job Posting October 18, 2022

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

AM SERVER-FT /PM SERVER-PT / PM FOOD RUNNER–CAS / AM BUSSER-FT / PM BUSSER-PT / PM BUSSER-CAS

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 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 / 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)

ENGINEERING

CHIEF ENGINEER – SALARIED

Working knowledge of mechanical, electrical, HVAC systems

Accountable for financial budget, capital improvements, preventative maintenance and energy conservation

Previous experience as an assistant chief engineer or building supervisor of a small resort

Strong communication skills with excellent conflict and problem resolutions skills

Organized, results oriented and ability to work well with peers

Proficient knowledge of computer applications

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.

Job Posting ~ Continued

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
Able to stand for long periods of time.
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 / 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)
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 & Laundry Attendant positions)

RECREATION

RECREATION ATTENDANT - FT / 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

HUMAN RESOURCES

HUMAN RESOURCE GENERALIST – SALARIED

Bachelor's degree from four-year college or university and 3-5 years related human resource experience and/or payroll experience
SHRM or other professional Human Resource certification preferred
Responsible for recruitment, orientation, employee relations and bi-weekly payroll processing
Excellent interpersonal skills, which include written, verbal and listening
Ability to deal with sensitive, difficult or confrontational issues
Strong leadership skills with the ability to act as a consultant and collaborator
Proficient knowledge of computer applications including HRIS data entry, updates and reporting
Organized, detail and task oriented
May occasionally include some evening, weekends and/or holiday work