



Job Posting September 6, 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

SOUS CHEF – SALARIED

Minimum 5 years current experience in a full service restaurant/kitchen management position. Proficient in computer use.

2 years college degree from an accredited university in Culinary Arts, Hotel and Restaurant Management or related major Food preparation and plating creativity.

Supervise and provides direction for all day-to-day operations and the ability to perform duties in employee's absence or determine appropriate replacement.

Utilize interpersonal and communication skills to lead, supervise and encourage multiple levels of culinary staff members

Able to lift/push/pull carry up to 50 lbs. & stand for extended periods

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

CPR/First Aid/AED certification a plus

Job Posting ~ Continued

SEA HOUSE KITCHEN

COOK II – 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)

FRONT OFFICE

ASSISTANT FRONT OFFICE MANAGER - SALARIED

Must have a minimum of 12 months current resort front office supervisory experience
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 & 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)
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

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)

Job Posting ~ Continued

RECREATION

RECREATION ATTENDANT - FT / PT / 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

GROUNDS

GROUNDSPERSON – FT

Pleasant disposition & good communication skills

Current two year experience in landscaping

Must be able to lift, carry and transport a minimum of 75 lbs.

Must be able to work weekends and flexible shifts

Must be able to drive a utility cart

Plant/irrigation knowledge and rock wall building 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 training

SPHR 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

Ability to work varied shifts, which may occasionally include evenings, some weekends and holidays