Innkeeping Team Member Position ( Seasonal )

We are a small Inn at the heart of Lenox with 8 rooms looking for a new member to complete our team. At 33 Main, we all work together to create a positive and enjoyable environment for everyone. Our new team member will need to be willing to help in all areas of the Inn.

Responsibilities include but not limited to:

* Working during Breakfast Service shift:
	+ Preparing and serving breakfast. Prepping for next day’s breakfast
	+ Cleaning the kitchen, dining rooms, and making sure the Inn looks presentable
	+ Making Reservation – Booking Engine is Think Reservations
	+ Answering phone & responding to emails
	+ Assisting Housekeeping with room cleaning and makeovers if necessary
	+ Checking out guests
	+ Setting up rooms for check-ins
* Working during afternoon/evening shift
	+ Going over anything that morning shift might have not been able to finish. Including baking and helping with rooms
	+ Checking in Guests
	+ Making Reservation – Booking Engine is Think Reservations
	+ Answering phone & responding to emails
	+ Setting up for our Cocktail Hour
	+ Setting breakfast trays and dining room for the morning shift

Desirable skills

* The ability to make baked goods from scratch ( or willing to learn and follow directions )
* Serve Safe Certified preferred ( or willing to become certified )
* Experience in guest or customer service or willing to learn
* Multitasker and detail oriented
* Friendly and willing to learn a must
* Teamwork and positive attitude