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