



# HIRING NOW

## Hospitality & Room Attendant

Full-Time Position: 32-40 hours per week

Starting Pay: \$17-19/hour DOE

We are looking for a hardworking individual to join our team that is professional and will ensure a positive overall impression of the Sunnahae Hotel and Cabins. This position will be responsible for housekeeping, reservation intake and other duties as assigned.

**Ability to work both weekend days is required.**

### Major Duties and Responsibilities:

- Clean, stock, and arrange guest rooms, public areas, and event room to established standards.
- Check guests in when requested by Manager of Hotel Operations.
- Cordially take reservations and answer guests' questions.
- Maintain a professional appearance with a positive attitude.
- Have a flexible schedule, including some holidays and day shifts.
- Have reliable transportation.

### Required Skills

- Previous Housekeeping Experience preferred.
- Strong verbal and written communication skills.
- Prioritize duties and use good organizational skills.
- Ability to multi-task and attention to detail.
- Understand guests' needs and strive to accommodate.
- Work independently, with minimal supervision.
- Have basic computer skills to maintain the reservation system with accuracy.
- At least 3 previous work references.

### How to Apply

If you or anyone you know may be interested, please stop by or call the Shaan Seet, Inc. office for an application. If you have any questions, please call Carolyn at 907-826-2587.