



Front Desk Agent

Reports to:

Description: Job Description

Overview:

The Front Office Agent is responsible for providing attentive, courteous and efficient service to all guests during check-in, throughout their stay, and at checkout, while maximizing room revenue and occupancy.

Responsibilities:

- Answer inquiries from guests regarding restaurants, transportation, entertainment, etc.
- Follow all cash handling and credit policies.
- Be aware of all rates, packages and special promotions as listed in the Red Book.
- Be familiar with all in-house groups.
- Be aware of closed out and restricted dates.
- Obtain all necessary information when taking room reservations and follow the rate-quoting scenario.
- Be familiar with hospitality terminology.
- Have knowledge of emergency procedures and assist as needed.
- Handle check-ins and checkouts in a friendly, efficient and courteous manner.
- Use proper two-way radio etiquette at all times when communicating with other employees.
- Fully comprehend and be able to operate all relevant aspects of the Front Desk computer system.
- Be able to perform and complete all tasks and duties on the shift checklist in a timely and efficient manner.
- Be able to complete a bucket check, room rate verification report, and housekeeping report.
- Balance and prepare individual paperwork for closing of shift according to hotel standards.
- Maintain and market promotions and guest programs.
- Maintain a clean work area.
- Assist guests with safe deposit boxes.

Qualifications:

- College course work in related field helpful.
- Experience in a hotel or a related field preferred.
- High School diploma or equivalent required.
- Computer experience required.
- Customer Services experience preferred.
- Maintain a warm and friendly demeanor at all times.
- Must be able to effectively communicate both verbally and written, with all level of employees and guests in an attentive, friendly, courteous and service oriented manner.
- Must be effective at listening to, understanding, and clarifying concerns raised by employees and guests.
- Must be able to multitask and prioritize departmental functions to meet deadlines.



Night Auditor

Description: Job Description

Overview:

- High School diploma or equivalent and/or one year of progressive experience in a hotel or related field required.
- Guest Service Experience preferred.
- Computer knowledge/skills required.
- Flexible and long hours sometimes required.
- Sedentary work – Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Late/Overnight shift
- Maintain a warm and friendly demeanor at all times.
- Must be able to effectively communicate both verbally and written, with all level of employees and guests in an attentive, friendly, courteous and service oriented manner.
- Must be effective at listening to, understanding, and clarifying concerns raised by employees and guests.
- Must be able to multitask and prioritize departmental functions to meet deadlines.
- Approach all encounters with guests and employees in an attentive, friendly, courteous and service-oriented manner.
- Attend all hotel required meetings and trainings.
- Maintain regular attendance in compliance with Resort Standards, as required by scheduling, which will vary according to the needs of the hotel.
- Maintain high standards of personal appearance and grooming, which includes wearing the proper uniform and nametag.
- Comply with Resort Standards and regulations to encourage safe and efficient hotel operations.
- Maximize efforts towards productivity, identify problem areas and assist in implementing solutions.
- Must be effective in handling problems, including anticipating, preventing, identifying and solving problems as necessary.
- Must be able to understand and apply complex information, data, etc. from various sources to meet appropriate objectives.
- Must be able to cross-train in other hotel related areas.
- Must be able to maintain confidentiality of information.
- Must be able to show initiative, including anticipating guest or operational needs.
- Perform other duties as requested by management



Landscaper and Groundskeeper

Description: Job Description

Overview:

We are looking for an experienced and responsible Groundskeeper to join our team. The ideal candidate will be comfortable operating lawn maintenance equipment such as lawn mowers, trimmers, and blowers.

The Groundskeeper will ensure the growth and vibrancy of our plants, flowers, lawn, and decorative shrubs. The landscaper will water, fertilize, and prune to remove damaged or dying plant life. The candidate can expect to work outdoors in a mix of weather conditions, and be able to perform maintenance duties to ensure employee safety during inclement weather by removing debris, snow, and ice from communal walkways and spaces.

Responsibilities:

- Operate push or riding lawnmowers; may operate heavier tractor equipment if needed
- Water all plants and lawn, and ensure all plants are evenly covered
- Spread fertilizer, plant food, mulch, and other materials around plants
- Remove weeds and dead plants; prune overgrown limbs and leaves
- Operate string trimmer and edger to remove overgrowth and keep outdoor area tidy
- Use leaf blower to clear walkways and pedestrian areas after lawn maintenance
- Treat lawn and landscaping with pesticides to remove harmful insects
- Maintain the existing landscaping design and ensure plant survival
- Plant new flowers, bushes, plants, and decorative shrubs
- Rake fallen leaves and remove debris
- Keep pedestrian areas removed of snow and ice
- Operate heavier snow blowers or other equipment as needed
- Remove tree limbs, overgrowth, and other hazards
- Ensure outdoor furniture, décor, and lighting is maintained and good working order
- Properly store and handle all equipment, tools, sprinklers, etc.
- Oversee maintenance repairs to equipment, landscape structures, and hardscape walkways

Qualifications:

- High school degree or equivalent educational experience
- Previous experience in landscaping or grounds keeping a plus
- Must be 18 years of age
- Able to work independently
- Must be able to operate lawn maintenance equipment such as lawnmowers, string trimmers, leaf blowers, hedge trimmers, etc.
- Able to physically stand, bend, squat, and lift up to 40 or more pounds
- Must be able to operate lawn maintenance equipment such as lawnmowers, string trimmers, leaf blowers, hedge trimmers, etc.



Assistant Controller

Reports to: Controller

Description:

We are looking for a responsible and detail-oriented Assistant Controller to work under the direction of the Controller and assist with the preparation of financial statements, budget reports, and internal control systems. The ideal candidate will be well organized and have excellent management skills. This candidate must have experience in QuickBooks, a Bachelor of Science (BS) in Accounting, and at least two (2) years' experience in Accounting or Financial Management.

Responsibilities:

- Prepare and analyze financial statements
- Assist with the development, implementation and evaluation of budgets
- Supervise and follow up to Accounts Payable and Accounts Receivable Departments
- Monitor accounting procedures and support control systems within the Company
- Safeguard strict compliance and stay current with all regulatory and company standards
- Prepare and assist with audits
- Cash registers
- Experience to prepare and review bank reconciliations
- Go over revenues of hotel and all of the outlets, as well as work to reconcile any inaccuracies or discrepancies in reference to revenues
- Provide monthly, quarterly and year end analysis
- Assist Controller with a variety of tasks as needed
- Attend meetings and trainings as required by Management
- Help maintain accountability of the financial assets and resources of the Company

Qualifications:

- Bachelor of Science (BS) in Accounting
- Must have experience in QuickBooks
- Strong, analytical problem-solving skills
- Previous role as an accountant, assistant controller or similar role
- Understanding of GAAP and relevant financial accounting regulations
- Excellent communication and inter-personal skills
- Exhibit strong computer skills and knowledge of relevant technology
- Highly organized and detail oriented



Plumber - Renovations

Overview:

Under general supervision, maintain the flow and drainage of water, air, and other gases by assembling, installing, and repairing pipes, fittings, and plumbing fixtures. Maintain and provide for the safe condition and operation of all plumbing systems in resort facilities

Responsibilities:

- Assemble, install, maintain, and pressure test all pipes, fittings, and fixtures of heating, water, drainage, sprinkler, according to specifications and plumbing codes.
- Determine sources of plumbing malfunctions and complete repairs as indicated or according to work orders.
- Install and repair pipes, fittings, valves, fixtures, and plumbing system equipment, including sinks, toilets, water heaters, etc.
- Select material and hardware and make time and materials estimates.
- Maintain accurate records on material and labor used.
- Inspect jobs upon completion and ensure areas are clean.
- Respond to emergency calls as needed.
- Troubleshoot and fix issues relating to water supply lines
- Maintain current knowledge of state regulations affecting plumbing work

Qualifications:

- Successful completion of an apprenticeship with a qualified plumber
- Proven experience working as a plumber in a fast-paced environment
- Strong understanding of plumbing systems, materials and equipment



HVAC Technician

Reports to:

Description:

Perform skilled mechanical maintenance duties in the inspection, repair, installation and operation of heating, ventilation, air conditioning and refrigeration systems and related equipment. Perform preventative maintenance and routine servicing of equipment.

Responsibilities:

- Learn locations of all HVAC equipment and how they relate to each building
- Inspect, repair and install HVAC equipment including refrigeration and air conditioning compressors, receivers, condensers, chillers, forced air units, etc.
- Conduct preventative maintenance inspections of refrigeration units, isolated heating and ventilating units, including boilers, gas and electrically operated air conditioning equipment; and make necessary adjustments or repairs.
- Repair or replace defective parts in units and equipment and their controls promptly and efficiently
- Perform skilled electrical maintenance work in the repair, installation and operation of HVAC equipment
- Examine and service boiler operations daily
- Install, rebuild, replace or repair fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets and other equipment as necessary
- Interpret building blueprints and recommend system improvements for remodel projects in accordance with applicable design guidelines
- Perform miscellaneous job-related duties as assigned

Knowledge, Skills and Abilities:

- Standard practices of the HVAC and refrigeration trade
- Materials, methods and tools used in the operation and repair of HVAC and refrigeration systems
- Applicable building codes, ordinances and regulations of State and local authorities pertaining to HVAC, refrigeration and boilers
- Air compressors and pneumatic controls
- Manual and electric tools and equipment applicable to the HVAC and refrigeration trade
- Health and safety guidelines and regulations
- Proper methods of storing equipment, materials and supplies
- Air Conditioning/Refrigeration/Heat Pumps/all phases of repair
- Troubleshoot and repair control wiring along with power service to units
- Experience with cooling towers and hydronic heat pumps preferred
- Perform skilled mechanical maintenance duties in the inspection, repair, installation and alteration of heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities.



Bartender

Reports to:

Description: Job Description

Overview:

The Bartender is responsible for the complete set up of the bar area and the mixing of drinks for all guests and servers. Need to maintain the service and cleanliness of the bar area, ensuring quality service, guest satisfaction and control over liquor inventory.

Responsibilities

- Prepare alcohol or non-alcohol beverages for bar and restaurant patrons
- Interact with customers, take orders and serve snacks and drinks
- Assess customers' needs and preferences and make recommendations
- Mix ingredients to prepare cocktails
- Check customers' identification and confirm it meets legal drinking age
- Restock and replenish bar inventory and supplies
- Stay guest focused and nurture an excellent guest experience
- Comply with all food and beverage regulations

Requirements

- Resume and proven working experience as a Bartender
- Excellent knowledge of in mixing, garnishing and serving drinks
- Computer literacy
- Positive attitude and excellent communication skills
- Ability to keep the bar organized, stocked and clean
- Relevant training certificate

Benefits:

- 401(k)
- Dental Insurance
- Disability Insurance
- Employee Assistance Program
- Employee Discount
- Flexible Spending Account
- Health Insurance
- Life Insurance
- Paid Time Off
- Referral Program
- Retirement Plan



Sous Chef

Reports to:

Description: Job Description

Overview:

The Sous Chef is responsible for ensuring that all meals coming from the kitchen are well prepared with regard to quality, consistency, eye appeal, taste and food cost. He/she is expected to provide training for all staff; meet corporate quality standards; and assist in establishing and enforcing food specifications, portion control, recipes and sanitation. The Sous Chef is also responsible for controlling food and labor costs while maximizing guest satisfaction.

Responsibilities:

- Work with other F&B managers and keep them informed of F&B issues as they arise.
- Keep immediate supervisor fully informed of all problems or matters requiring his/her attention.
- Coordinate and monitor all phases of Loss Prevention in kitchen areas.
- Prepare and submit required reports in a timely manner.
- Monitor quality of all food product and presentation.
- Ensure preparation of required reports, including (but not limited to) Wage Progress, payroll, revenue, employee Schedules, quarterly actions plans.
- Oversee all aspects of the daily operation of the kitchen and food production areas; hot food from the main kitchen and bakery, and cold food from the pantry.
- Make cooks aware of daily forecasts and customer counts so that they can be adequately prepared to serve both hot and cold food on time.
- Respond to guest complaints in a timely manner.
- Ensure compliance with SOP's in all outlets.
- Ensure compliance with requisition procedures.
- Conduct staff performance reviews in accordance with Resort standards.
- Understand, implement and monitor corporate promotions in outlets, including buffet and three-meal concept standards.
- Know and enforce all local health department sanitation laws.
- Know how to compute daily food cost.
- Work with the Director of F&B to create and implement menus.
- Assess food portion size, visual appeal, taste and temperature of items served.
- Check all stations at the end of every shift for proper food storage and sanitation.
- Check food purchases for proper ordering, quality and price structure.
- Oversee daily activities such as preparation for all food items, sanitation of the outlets, receiving daily inventories, log-on report and food cost report.
- Prepare daily food production sheets.
- Cut meat, poultry, seafood according to daily business



Dishwasher

Reports to:

Description: Job Description

Overview:

The dishwasher is responsible for washing the dishes, pot, pans, glassware, utensils for the area. The dishwasher Person must insure that work area is kept clean and presentable with clean china, glassware, silverware.

Responsibilities for Dishwasher

- Scrape, rinse, and load dishes and utensils into dish machine
- Wash and sanitize all pans, utensils, and dishes
- Clean, sanitize, and maintain dish machine
- Unload dishes and utensils from dish machine and organize them properly
- Empty trash containers regularly
- Maintain a clean work area and kitchen by sweeping and mopping as needed
- Perform additional cleaning duties as requested
- Clean food prep stations and equipment

Qualifications for Dishwasher

- High school diploma or general education degree (GED) preferred
- Restaurant or customer service experience preferred
- Ability to obtain and maintain a food handler certification card
- Must be able to stand continuously throughout an 8 hour shift
- Ability to lift and carry up to 50 pounds
- Comfortable bending, climbing, reaching, stooping, and moving quickly
- Ability to work nights, weekends, and holidays
- Working knowledge of sanitation procedures



Housekeeping Supervisor

Reports to:

Description: Job Description

Overview:

The Housekeeping Supervisor is responsible for administering and coordinating housekeeping functions in assigned sections, as well as assuming all Housekeeping Manager functions in his/her absence.

Responsibilities:

- Inspect Room Attendant's work performance within assigned section on a daily basis to ensure the standards and productivity levels are being met and maintained.
- In the absence of the Housekeeping Manager or Assistant Housekeeping Manager, inspect all V.I.P. rooms and report their availability to the Front Office, according to hotel standards.
- Oversee the closing of the floors at the end of the day, ensuring the Room Attendants' carts are clean and restocked.
- Ensure records of daily assignments are completed, signed off and turned into the Housekeeping Office on time.
- Maintain key control.
- Handle items for "Lost and Found" according to the standards.
- Monitor cleanliness and orderliness of Room Attendants' carts, linen closets, control closets, stairways and landings.
- Oversee the daily assignment of duties, ensuring Room Attendants and House Attendants carry a work assignment.
- Carry an active pager/radio to maintain contact with the Front Office and/or Engineering throughout the shift.
- Report on progress of all out-of-order rooms under the Housekeeping Department's supervision to the Guest Services Manager, according to standards.
- Initiate work orders for repairs and maintenance and forward to Engineering. Follow through on each work order until completed.
- Assist with training of Housekeeping staff.
- Ensure completion of cleaning projects on a biannual basis.
- Ensure overall guest satisfaction
- Daily Inspection of Guest Rooms
- Other duties within Housekeeping department as requested.

Qualifications:

- High School diploma or equivalent required. College course work in related field helpful.
- Two to three years of progressive experience in a hotel or related field preferred.
- Previous supervisory responsibility preferred.
- Ability to stand during entire shift.



Housekeeping Houseperson

Reports to:

Description: Job Description

Overview:

The House person is responsible for the maintenance and cleanliness of all assigned areas and equipment. He/she is also responsible for delivering items to guestrooms (express checkout, newspapers – property specific, etc.).

Responsibilities:

- Buff marble floors daily according to hotel standards.
- Shampoo carpets in the public areas according to hotel standards.
- Shampoo furniture as needed.
- Handle all requests for luggage assistance in a friendly, efficient and courteous manner.
- Handle items for "Lost and Found" according to hotel standards.
- Clean guestrooms as needed.
- Have knowledge of and assist in all emergency procedures.
- Maintain hotel equipment in proper working order.
- Maintain storage of hotel equipment in proper area.
- Complete special projects as assigned by the Housekeeping Manager.
- Ensure overall guest satisfaction.

Qualifications:

- High School diploma or equivalent and/or experience in a hotel or a related field preferred.
- Must be able to exert up to 100 pounds of force occasionally, and/or 50 pounds of force frequently and/or up to 20 pounds of force constantly to lift, carry, push, pull, or otherwise move objects.
- Ability to stand during entire shift.
- Must be able to effectively communicate both verbally and written, with all level of employees and guests in an attentive, friendly, courteous and service oriented manner.



Server

Reports to:

Description: Job Description

Overview:

The Outlet Server is responsible for providing the highest quality of service to guests in an attentive, courteous, and efficient manner. He/she is also responsible for receiving and delivering guests orders and collecting payment.

Responsibilities:

- Be familiar with the organization of the Restaurant(s), lounges, and Room Service and know the function of each job position.
- Have a thorough knowledge of menus and current specials in applicable outlets.
- Service guests with all food and beverage requirements in an attentive, courteous, and efficient manner.
- Pre-bus all tables removing soiled dishes after each course.
- Be familiar with the operation of the P.O.S system.
- Perform cashiering functions by closing checks and preparing end of shift paperwork.
- Perform opening and closing procedures and side-work duties according to station rotation assignment and established checklist.
- Ensure that tables and side stands are kept stocked, tidy and clean.
- Keep all beverages at least $\frac{3}{4}$ full (coffee, tea, soda, water, and lemonade).
- Breakdown trays of soiled dishes and linen in the dishroom according to established standards.
- Consistently upsell food, beverage and promotional items to guests.
- Receive and deliver food and beverage orders and collect payment.
- Ensure overall guest satisfaction.

Qualifications:

- High School diploma or equivalent and/or experience in a hotel or a related field preferred.
- Flexible and long hours sometimes required.
- Medium work-Exerting up to 50 pounds of force occasionally, and/or 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Ability to stand during entire shift.
- Must be able to maneuver throughout the dining area while carrying full trays of food & beverages.
- Must be able to effectively communicate both verbally and written, with all level of employees and guests in an attentive, friendly, courteous and service oriented manner.
- Must be effective at listening to, understanding, and clarifying concerns raised by employees and guests.
- Approach all encounters with guests and employees in an attentive, friendly, courteous and service-oriented manner.
- Maintain regular attendance in compliance with Resort Standards, as required by scheduling, which will vary according to the needs of the hotel.



Room Attendant-day shift

Reports to:

Description: Job Description

Overview:

The Room Attendant is responsible for maintaining clean and attractive guestrooms while providing attentive, courteous and efficient service to all guests.

Responsibilities:

- Thoroughly clean guestrooms according to standards.
- Complete all pre-cleaning duties, including but not limited to, guest supplies, cleaning supplies, and linen for housekeeping cart set-up.
- Remove all trash and dirty linen from guestrooms and hallways.
- Keep all hallways, public areas and closets clean, neat and vacuumed
- Restock housekeeping cleaning cart for next day's use.
- Replenish chemical bottles.
- Report all missing items from room (i.e., irons/boards, hair dryers, etc.) to Housekeeping Supervisor/Manager.
- Report any maintenance repairs immediately to Housekeeping Supervisor/Manager.
- Handle items for "Lost and Found" according to the standards.
- Ensure overall guest satisfaction.

Qualifications:

- High School diploma or equivalent and/or experience in a hotel or a related field preferred.
- Must be able to exert up to 50 pounds of force occasionally, and/or 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Ability to stand during entire shift.
- Must be able to effectively communicate both verbally and written, with all level of employees and guests in an attentive, friendly, courteous and service oriented manner.



Recreation Attendant

Reports to:

Description: Job Description

Overview:

- Plan, organize, and lead activities for groups or recreation centers
- Explain the rules of the activities and instruct participants at a variety of skill levels
- Enforce safety rules to prevent injury
- Modify activities to suit the needs of specific groups, such as seniors
- Administer basic first aid if needed
- Organize and set up the equipment that is used in recreational activities
- Teach activity participants about the local environment, such as area wildlife



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Public Area Attendant

Reports to:

Description: Job Description

Overview:

To keep one or more public spaces within a facility clean and safe. They thus may be responsible for removing hazards, dusting, vacuuming, polishing, emptying ashtrays and trash receptacles, wiping down surfaces...

Schedule:

- Holidays
- Monday to Friday
- Weekends



Front Desk Agent

Reports to:

Description: Job Description

Overview:

The Front Office Agent is responsible for providing attentive, courteous and efficient service to all guests during check-in, throughout their stay, and at checkout, while maximizing room revenue and occupancy.

Responsibilities:

- Answer inquiries from guests regarding restaurants, transportation, entertainment, etc.
- Follow all cash handling and credit policies.
- Be aware of all rates, packages and special promotions as listed in the Red Book.
- Be familiar with all in-house groups.
- Be aware of closed out and restricted dates.
- Obtain all necessary information when taking room reservations and follow the rate-quoting scenario.
- Be familiar with hospitality terminology.
- Have knowledge of emergency procedures and assist as needed.
- Handle check-ins and checkouts in a friendly, efficient and courteous manner.
- Use proper two-way radio etiquette at all times when communicating with other employees.
- Fully comprehend and be able to operate all relevant aspects of the Front Desk computer system.
- Be able to perform and complete all tasks and duties on the shift checklist in a timely and efficient manner.
- Be able to complete a bucket check, room rate verification report, and housekeeping report.
- Balance and prepare individual paperwork for closing of shift according to hotel standards.
- Maintain and market promotions and guest programs.
- Maintain a clean work area.
- Assist guests with safe deposit boxes.

Qualifications:

- College course work in related field helpful.
- Experience in a hotel or a related field preferred.
- High School diploma or equivalent required.
- Computer experience required.
- Customer Services experience preferred.
- Maintain a warm and friendly demeanor at all times.
- Must be able to effectively communicate both verbally and written, with all level of employees and guests in an attentive, friendly, courteous and service oriented manner.
- Must be effective at listening to, understanding, and clarifying concerns raised by employees and guests.
- Must be able to multitask and prioritize departmental functions to meet deadlines.



General Maintenance Worker - Renovations

Reports to: Head Engineer

Description: Job Description

Overview:

We are seeking the right individual to join our team as a maintenance worker. This person is responsible for performing general maintenance duties, is highly skilled with various hand and power tools and be able to read blueprints and repair manuals.

Responsibilities:

- Conduct routine inspections of premises and equipment
- Perform preventative maintenance
- Diagnose mechanical and correct mechanical issues
- Assist in different phases of building, construction and general maintenance
- Carryout repairs on ceiling, floors and walls
- Ensure proper repair and finishing of furniture
- Repair and change locks in the buildings as needed

Requirements:

- Flexible and long hours sometimes required.
- Light work - Exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Skilled in the use of hand and power tools
- Ability to take apart machines, equipment or devices to remove and replace defective parts
- Experience with precision measuring instruments and electronic testing devices
- Strong organizational and follow up skills
- Professional attitude
- Ability to maintain focus while working individually
- Strong time management skills

Experience:

- High School diploma or equivalent and/or related experience in a hotel or a related field preferred.
- General maintenance experience required



Line Cook

Reports to:

Description: Job Description

Overview:

This position is responsible for ensuring the highest quality food is served at all times. The Line Cook handles all aspects of their assigned cooking station – sets up, stock product, cook, and presents dishes according to recipes, cleans, sanitizes and maintains equipment, utensils and tools.

Responsibilities:

- Food preparation, chopping vegetables, making salads and putting together entrees, cooking on the line to prepare meals for our restaurants and employee cafeteria.
- Ensuring that food is properly stored.
- Performing kitchen maintenance; emptying the trash, mopping floors and washing dishes.
- Learns and adheres to the designated cooking methods to assist in preparing the appropriate menu items consistently.
- Strives to learn to improve cooking skills and expands knowledge about food products and techniques.
- Assists with the cleaning, sanitation, and organization of the kitchen, walk-in coolers and all storage areas.
- Performs additional responsibilities as requested by the Chef, Sous Chef or Kitchen Manager at any time.



Lifeguard

Reports to:

Description: Job Description

Overview:

The Lifeguard is responsible for providing pool and waterpark guests with superior guest safety and outstanding services. This position also requires potential hires to be able to interact and assist with guests needs.

Responsibilities:

- Ensure the safety and security of hotel guests and employees while in the pool area by monitoring pool usage and ensuring that all guests are abiding by published safety rules and guidelines.
- Ensure that only registered guests and their guests utilize the pool/exercise room facilities.
- As directed by the Property Engineer, maintain proper chemical and temperature levels in the pool, whirlpool, sauna, etc., to ensure guest comfort and adherence to state and local regulations.
- Ensure the safety of all exercise equipment by checking daily or as directed by the Property Engineer, if applicable.

Ensure the upkeep, cleanliness and housekeeping of the pool area; utilize a pool area checklist to monitor quality on a regular basis.

- Ensure the cleanliness of pool restrooms/locker rooms and maintain a sufficient inventory of supplies.
- Ensure the upkeep of the pool by performing general cleaning including pool furniture.
- Assist as needed with the processing of pool area linen to ensure that a supply of towels is maintained at all times.
- Ensure the maintenance, housekeeping and upkeep of the spa/whirlpool (if applicable).
- Sweep pool area, empty ash urns and trash containers.
- Complete daily reports and logs as required.
- Complete special projects as assigned by management.

Qualifications:

- Successful completion of Water/Life Safety course.
- Successful completion of First Aid course.
- Successful completion of accredited CPR course.
- Compliance with all state and local requirements.
- Flexible and long hours sometimes required.
- Medium work - Exerting up to 50 pounds of force occasionally, and/or 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Proficient in water life safety techniques.
- Ability to stand during entire shift.
- Maintain a warm and friendly demeanor at all times.



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Pool Attendant

Reports to:

Description: Job Description

Overview:

To monitor the pool for cleanliness and safety. To make sure the pool area is clean.

Responsibilities:

- Enforcing safety protocols as set out by the resort or hotel.
- Monitoring the activity of guests and ensuring their safety.
- Reporting any damages or incidences to the supervisor.
- Ensuring that the swimming pool, furniture, and facilities are clean and safe.
- Other duties as assigned.
- Maintain excellent employee relations with all members of the water park staff

Benefits: Full time only

- 401(k)
- Dental Insurance
- Disability Insurance
- Employee Assistance Program
- Employee Discount
- Health Insurance
- Life Insurance
- Paid Time Off
- Retirement Plan

Schedule:

- Holidays
- Monday to Friday
- Weekends



Waterpark Housekeeping

Reports to:

Description: Job Description

Overview:

Responsible for the cleaning of equipment and all general areas in the waterpark both during and after hours, and is expected to maintain a high level of sanitation and cleanliness throughout the waterpark, pools and bathrooms.

Responsibilities:

- Assure that proper cleaning supplies are used when cleaning floors.
- Assure waterpark area floors are clean of dirt and grime and debris.
- Wash and/or Power Wash when applicable, all floors in waterpark areas.
- Keep management informed of shortage of equipment and supplies.
- Empty trash and keep trashcans clean and sweep and mop waterpark areas.
- Understand completely all policies, procedures, standards, specifications, safety guidelines and training programs for all waterpark venues.
- Ensure that all guests feel welcome and safe and are given responsive, friendly, and courteous service at all times.
- cleaning of all walls, floors, stairs, chairs, tables, restrooms, waterpark attractions and other applicable equipment.

Benefits: Full time only

- 401(k)
- Dental Insurance
- Disability Insurance
- Employee Assistance Program
- Employee Discount
- Health Insurance
- Life Insurance
- Paid Time Off
- Retirement Plan

Schedule:

- Holidays
- Monday to Friday
- Weekends