

## **Townsend Hotel Job Opportunities**

### **Banquet Wait staff & Banquet House staff**

Description – Part time opportunities available. Must be available to work weekends, especially Saturdays. Must be a team player, hard-working, possess leadership qualities, have a positive attitude and be customer service focused.

### **Front Desk Supervisor**

Description – Full time, hourly position, working the afternoon shift 3p – 11p, including weekends. The selected candidate will provide back up support to the Director of Front Office Operations which includes overseeing concierge, bell staff, front desk, reservations and night audit. Will assist in the interview process, cover shifts when additional help is needed during heavy arrival and departure days to support front desk team.

### **Banquet Cook**

Description - Full time, hourly position, works various days and or hours depending on business demands, including weekends. Formal culinary training preferred, plus 2 years working experience in hotel/restaurant kitchens. Must be detail oriented, possess time management skills, able to follow banquet prep list and banquet event orders and work as a team member.

### **Purchasing & Receiving Attendant**

Description – Day shift, includes weekdays, weekends and holidays. Responsibilities include shipping, receiving, stocking shelves, cleaning coolers, taking inventory and other miscellaneous tasks as assigned. Position requires strong communication skills and daily interaction with co-workers, managers and vendors. Must be a team player with a positive, can-do attitude.

### **Laundry Attendant/House person – On call position**

We are looking for an on call person to work during peak periods of operation. Description – Day shift, includes weekdays, weekends and holidays. Responsibilities include washing, drying, pressing and folding of linens and towels, delivering clean linens up to the storage closets on each floor, transporting soiled linens from guest floors to laundry department, and other duties to assist department team members.

### **Shift Engineer (7AM-3:30PM Wednesday – Saturday)**

Description – Shift Engineer is responsible for providing maintenance repairs to hotel guest rooms, public areas and administrative offices: repairs may include plumbing, electrical, heating, cooling, ventilation, furnishings and fixtures, painting, wall cover repairs, light carpentry, door and window repairs. Requirements include: a working knowledge of refrigeration; air conditioning; electric; plumbing; kitchen equipment and other mechanical devices; ability to meet the physical demands of the position, such as heavy lifting, working on ladders, and standing or walking for extended periods of time. Excellent customer service skills and the ability to work well under pressure are highly desirable.